

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 3

2. AMENDMENT/MODIFICATION NO.

0001

3. EFFECTIVE DATE

09/26/2000

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

17

7. ADMINISTERED BY (If other than Item 6)

CODE

No Invoice Information

US Patent and Trademark Office, 2011 Crystal Drive, Suite 810
Arlington, VA 22202

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

DIVERSIFIED TECHNOLOGY

SERVICES OF VIRGINIA, INC., 11861 CANON BOULEVARD

NEWPORT NEWS, VA 23606

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

(X)

10A. MODIFICATION OF CONTRACT/ORDER
NO. 50PAPT001001

(X)

10B. DATED (SEE ITEM 13)
12/17/99

CODE *

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.CHECK ONE A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN
THE CONTRACT ORDER NO. IN ITEM 10A.☐B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as
changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).☐C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
The Changes Clause of the Contract☒

D. OTHER (Specify type of modification and authority)

☐IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 4 copies to the issuing office.4. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Modification MO01 to the contract to incorporate, new Section B, revisions to Section C and provide new attachments to Section J. See attached for details.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

5A. NAME AND TITLE OF SIGNER (Type or print)

William W. Hays, Project Manager

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Kate Kudrewicz

5B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

9-26-00

16B. United States of America

BY

Signature of Contracting Officer

16C. DATE SIGNED

09/26/2000

The purpose of this modification to contract number 50-PAPT-0-01001 is to incorporate new Section B, revisions to Section C and provide new attachments in Section J.

Accordingly, said contract is hereby modified as follows:

1. A new Section B, "Supplies or Services Prices/Costs" is hereby provided as an attachment to this contract modification for incorporation into the subject contract. Accordingly, remove pages 6 through 12 of the current contract and replace with new pages 6 through 12-2 provided. Contract line items (CLINs) that have been changed as a result of this modification include the following:

- CLIN 0016 – Receptionist Support was restructured to provide pricing for additional labor categories to better support TC requirements. New pricing retroactive to June 1, 2000.
- CLIN 0017 – Petitions Support was renegotiated based on a revision of the volume estimate due to a change in the requirement. Revised statement of work provided. New pricing retroactive to June 1, 2000.
- CLIN 0020 – PCT Copy Assembly was renegotiated due to an error in the volume estimate. New pricing retroactive to June 1, 2000.
- CLIN 0031 – Overtime Rates revised to include new labor categories as a result of changes to other CLINS. New pricing retroactive to June 1, 2000.
- CLIN 0032 – Project Management was renegotiated to include new positions required to support significant growth of the contract. New pricing retroactive to June 1, 2000.
- CLIN 0033 – Publication File Room Maintenance is a new CLIN. Statement of work provided. New pricing retroactive to June 1, 2000.
- CLIN 0034 – Expanded Paper Matching is a new CLIN. Statement of work provided. New pricing retroactive to June 1, 2000.
- CLIN 0035 – Formalities Review is a new CLIN. Statement of work provided. New pricing retroactive to June 1, 2000.
- CLIN 0036 – Initial Examination Support is a new CLIN. Statement of work provided. New pricing retroactive to July 1, 2000.
- CLIN 0037 – Courier Support is a new CLIN. New pricing retroactive to September 1, 2000.

2. Replacement pages to Section C, "Statement of Work" are hereby provided for incorporation into the subject contract. In summary the changes are as follows:

- Remove page 28 and replace with new page 28 provided. Changes identified in italics.
- Remove page 39 and replace with new pages 39 through 39-3 provided.

3. A new Section J, "List of Attachments" is hereby provided. Accordingly, remove page 65 of the current contract and replace it with new page 65 provided.

4. As a result of this modification the value of the contract increases from \$105,199,798.00 by \$45,873,737.00 to a new total of \$151,073,534.00.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.8 SCHEDULE OF PRICES

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
1	REFERENCE FILING						
	Estimated Annual Quantity:	Document	3.2 mil	3.2 mil	3.2 mil	3.0 Mil	2.5 mil
	Unit Price:		\$ 0.2471	\$ 0.2483	\$ 0.2475	\$ 0.2511	\$ 0.2592
	Total Price:		\$ 790,720	\$ 794,560	\$ 792,000	\$ 753,300	\$ 648,000
2	EXAMINER SEARCH ROOM MAINTENANCE						
	Estimated Annual Quantity:	Month	12	12	12	12	12
	Unit Price:		\$ 9,303.95	\$ 9,364.49	\$ 9,330.60	\$ 9,391.45	\$ 9,437.19
	Total Price:		\$ 111,647	\$ 112,374	\$ 111,967	\$ 112,697	\$ 113,246
3	SEARCH FILE EXPANSION						
	Estimated Annual Quantity:	Staff Day	1,800	1,800	1,800	1,600	1,600
	Unit Price:		\$ 158.7797	\$ 159.7941	\$ 159.1966	\$ 161.1278	\$ 161.9265
	Total Price:		\$ 285,803	\$ 287,629	\$ 286,554	\$ 257,804	\$ 259,082
4	RECLASSIFICATION--PREPROCESSING						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	50,000
	Unit Price:		\$ 0.5806	\$ 0.5711	\$ 0.6211	\$ 0.6609	\$ 0.6484
	Total Price:		\$ 87,090	\$ 57,110	\$ 46,583	\$ 33,045	\$ 32,420
5	RECLASSIFICATION--DATA CAPTURE						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	25,000
	Unit Price:		\$ 0.2483	\$ 0.2250	\$ 0.2006	\$ 0.2249	\$ 0.1539
	Total Price:		\$ 37,245	\$ 22,500	\$ 15,045	\$ 11,245	\$ 3,848

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
6	RECLASSIFICATION FINAL PROCESSING						
	Estimated Annual Quantity:	Document	600,000	600,000	500,000	500,000	500,000
	Unit Price:		\$ 0.6500	\$ 0.6432	\$ 0.6226	\$ 0.6208	\$ 0.6205
	Total Price:		\$ 390,000	\$ 385,920	\$ 311,300	\$ 310,400	\$ 310,250
7	FILE INVENTORY						
	Estimated Annual Quantity:	Document	1.0 mil	500,000	500,000	150,000	150,000
	Unit Price:		\$ 0.1488	\$ 0.1533	\$ 0.1528	\$ 0.1618	\$ 0.1627
	Total Price:		\$ 148,800	\$ 76,650	\$ 76,400	\$ 24,270	\$ 24,405
8	FILE INTEGRITY						
	Estimated Annual Quantity:	Document	500,000	300,000	300,000	150,000	150,000
	Unit Price:		\$ 0.5524	\$ 0.5635	\$ 0.5642	\$ 0.5605	\$ 0.5628
	Total Price:		\$ 276,200	\$ 169,050	\$ 169,260	\$ 84,075	\$ 84,420
9	PROVIDE PATENT COPIES						
	Estimated Annual Quantity:	Document	165,000	150,000	130,000	100,000	100,000
	Unit Price:		\$ 2.3219	\$ 2.0619	\$ 1.7893	\$ 2.1302	\$ 2.1676
	Total Price:		\$ 383,114	\$ 309,285	\$ 232,609	\$ 213,020	\$ 216,760
10	TECH CENTER COPYING						
	Estimated Annual Quantity:	Image	35.0 mil	38.0 mil	40.0 mil	42.0 mil	42.0 mil
	Unit Price:		\$ 0.0658	\$ 0.0659	\$ 0.0663	\$ 0.0667	\$ 0.0677
	Total Price:		\$ 2,303,000	\$ 2,504,200	\$ 2,652,000	\$ 2,801,400	\$ 2,843,400

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
11	WALKUP COPY CENTER						
	Estimated Annual Quantity:	Staff Day	250	250	250	250	250
	Unit Price:		\$ 178.5056	\$ 179.3673	\$ 178.6790	\$ 180.3431	\$ 180.9034
	Total Price:		\$ 44,626	\$ 44,842	\$ 44,670	\$ 45,086	\$ 45,226
12	TECH CENTER FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Staff Hour	68,000	70,000	72,000	74,000	75,000
	Unit Price:		\$ 18.5322	\$ 18.5368	\$ 18.4420	\$ 18.5282	\$ 18.6099
	Total Price:		\$ 1,260,190	\$ 1,297,576	\$ 1,327,824	\$ 1,371,087	\$ 1,395,743
13	APPLICATION FILE RETRIEVAL						
	Estimated Annual Quantity:	Application	1.2 mil	1.3 mil	1.4 mil	1.5 mil	1.6 mil
	Unit Price:		\$ 0.4646	\$ 0.4633	\$ 0.4604	\$ 0.4622	\$ 0.4635
	Total Price:		\$ 557,520	\$ 602,290	\$ 644,560	\$ 693,300	\$ 741,600
14	FILE RELOCATION						
	Estimated Annual Quantity:	Application	50,000	50,000	50,000	50,000	50,000
	Unit Price:		\$ 1.6879	\$ 1.6800	\$ 1.6799	\$ 1.6797	\$ 1.6795
	Total Price:		\$ 84,395	\$ 84,000	\$ 83,995	\$ 83,985	\$ 83,975
15	DOCUMENT RECEIPT AND MAILING						
	Estimated Annual Quantity:	Staff Day	15,500	15,700	16,000	16,500	16,700
	Unit Price:		\$ 149.3918	\$ 149.9811	\$ 149.2763	\$ 149.9335	\$ 150.5864
	Total Price:		\$ 2,315,573	\$ 2,354,703	\$ 2,388,421	\$ 2,473,903	\$ 2,514,793

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
16	RECEPTIONIST SUPPORT						
	Estimated Annual Quantity:	Hour	1,168	2,080	2,080	2,080	2,080
	Labor Category:						
	DTSV						
	Receptionist		\$ 13.9749	\$ 13.8895	\$ 13.8855	\$ 13.8402	\$ 13.7731
	Receptionist (Typing)		\$ 16.3671	\$ 16.2676	\$ 16.2622	\$ 16.2089	\$ 16.1301
	Secretary I		\$ 18.3945	\$ 18.2834	\$ 18.2767	\$ 18.2161	\$ 18.1274
	Secretary II		\$ 20.1245	\$ 20.0029	\$ 19.9963	\$ 19.9296	\$ 19.8315
	Secretary III		\$ 22.5573	\$ 22.4218	\$ 22.4131	\$ 22.3384	\$ 22.2285
	Typist I		\$ 14.2452	\$ 14.1579	\$ 14.1539	\$ 14.1080	\$ 14.0393
	Typist II		\$ 16.3671	\$ 16.2676	\$ 16.2622	\$ 16.2089	\$ 16.1301
	Data Entry Clerk		\$ 15.2589	\$ 15.1658	\$ 15.1612	\$ 15.1112	\$ 15.0383
	General Clerk II		\$ 14.3398	\$ 14.2524	\$ 14.2477	\$ 14.2011	\$ 14.1328
	General Clerk III		\$ 16.0157	\$ 15.9182	\$ 15.9136	\$ 15.8609	\$ 15.7840
17	PETITIONS SUPPORT						
	Estimated Annual Quantity:	Hour	6,150	10,600	10,600	10,600	10,600
	Unit Price (Jan-May; days):		\$ 159.9411				
	Unit Price (June-Jan 2):		\$ 19.4714	\$ 19.6901	\$ 19.6243	\$ 19.6699	\$ 19.6774
	Total Price:		\$ 169,330	\$ 208,715	\$ 208,018	\$ 208,501	\$ 208,580
18	PCT MAILING						
	Estimated Annual Quantity:	Document	130,000	140,000	150,000	160,000	170,000
	Unit Price:		\$ 2.5477	\$ 2.5493	\$ 2.5553	\$ 2.5602	\$ 2.5727
	Total Price:		\$ 331,201	\$ 356,902	\$ 383,295	\$ 409,632	\$ 437,359
19	PCT COPY PRODUCTION						
	Estimated Annual Quantity:	Image	6.5 mil	7.1 mil	7.8 mil	8.5 mil	9.0 mil
	Unit Price:		\$ 0.0464	\$ 0.0469	\$ 0.0471	\$ 0.0479	\$ 0.0487
	Total Price:		\$ 301,600	\$ 332,990	\$ 367,380	\$ 407,150	\$ 438,300

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
20	PCT COPY ASSEMBLY						
	Estimated Annual Quantity:	Document	29,750	57,000	63,000	68,000	73,000
	Unit Price (Jan-May):		\$ 0.4816				
	Unit Price (June-Jan 2):		\$ 2.5558	\$ 2.5785	\$ 2.5922	\$ 2.5689	\$ 2.5473
	Total Price:		\$ 130,327	\$ 146,975	\$ 163,309	\$ 174,685	\$ 185,953
21	PCT FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	20,000	20,500	21,000	21,500	22,000
	Unit Price:		\$ 19.2900	\$ 19.2739	\$ 19.1305	\$ 19.2908	\$ 19.3526
	Total Price:		\$ 385,800	\$ 395,115	\$ 401,741	\$ 414,752	\$ 425,757
22	PCT MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	435,000	478,000	525,000	580,000	625,000
	Unit Price:		\$ 0.4324	\$ 0.4324	\$ 0.4299	\$ 0.4347	\$ 0.4351
	Total Price:		\$ 188,094	\$ 206,687	\$ 225,698	\$ 252,126	\$ 271,938
23	PCT FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	55,000	60,000	66,000	72,000	80,000
	Unit Price:		\$ 3.0149	\$ 2.9499	\$ 2.9128	\$ 2.8830	\$ 2.8412
	Total Price:		\$ 165,820	\$ 176,994	\$ 192,245	\$ 207,576	\$ 227,296
24	BIB DATA ENTRY						
	Estimated Annual Quantity:	Hour	12,250	13,500	14,800	16,300	18,000
	Unit Price:		\$ 20.8096	\$ 21.0026	\$ 20.8805	\$ 20.9650	\$ 21.0637
	Total Price:		\$ 254,918	\$ 283,535	\$ 309,031	\$ 341,730	\$ 379,147

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
25	OIPE FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	15,000	16,500	18,000	19,800	21,800
	Unit Price:		\$ 19.1918	\$ 19.1952	\$ 19.0406	\$ 19.1163	\$ 19.2031
	Total Price:		\$ 287,877	\$ 316,721	\$ 342,731	\$ 378,503	\$ 418,628
26	US MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	1.9 mil	2.1 mil	2.3 mil	2.5 mil	2.8 mil
	Unit Price:		\$ 0.8719	\$ 0.8693	\$ 0.8616	\$ 0.8733	\$ 0.8593
	Total Price:		\$ 1,656,610	\$ 1,825,530	\$ 1,981,680	\$ 2,183,250	\$ 2,406,040
27	US FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	350,000	385,000	424,000	466,000	512,000
	Unit Price:		\$ 2.6779	\$ 2.6214	\$ 2.5704	\$ 2.5279	\$ 2.5074
	Total Price:		\$ 937,265	\$ 1,009,239	\$ 1,089,850	\$ 1,178,001	\$ 1,283,789
28	RAM DATA ENTRY						
	Estimated Annual Quantity:	Application	550,000	1.0 mil	1.2 mil	1.35 mil	1.5 mil
	Unit Price:		\$ 1.3138	\$ 1.3103	\$ 1.3070	\$ 1.3103	\$ 1.3189
	Total Price:		\$ 722,590	\$ 1,310,300	\$ 1,568,400	\$ 1,768,905	\$ 1,978,350
29	FILE INFORMATION UNIT SUPPORT						
	Estimated Annual Quantity:	Staff Day	500	500	500	500	500
	Unit Price:		\$ 152.2590	\$ 153.3124	\$ 152.7119	\$ 153.7633	\$ 154.5185
	Total Price:		\$ 76,130	\$ 76,656	\$ 76,356	\$ 76,882	\$ 77,259

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
30	SCANNING						
	Estimated Annual Quantity:	Hour	75,250	86,500	99,500	114,500	131,600
	Unit Price:		21.2121	20.1714	19.2276	18.4455	17.8080
	Total Price:		\$ 1,598,211	\$ 1,744,826	\$ 1,913,146	\$ 2,112,010	\$ 2,343,533

31 OVERTIME Hour

Labor Category:

DTSV

Accounting Technician \$
Document Prep Clerk \$
Reproduction Clerk \$
Repro Clerk—Lead \$
Repro Clerk—Night \$
File Clerk I \$
File Clerk I—Night \$
File Clerk II \$
Senior File Clerk \$
Senior File Clerk—Lead \$
Senior Lead \$
QC Inspector \$
Assistant Supervisor \$
Asst Supvr—Night Shift \$
Administrative Assistant \$
Reports Clerk \$
Administrative Assistant \$
Personnel Administrator \$
Processing Clerk I \$
Processing Clerk II \$
Sr Proc Clerk—Lead \$
Receptionist \$
Receptionist (Typing) \$
Secretary I \$
Secretary II \$
Secretary III \$
Typist I \$
Typist II \$
Data Entry Clerk \$
General Clerk II \$
General Clerk III \$

JCWS

Inspector \$
Courier \$
Sr Processing Clerk \$
Processing Clerk II \$
Processing Clerk I \$
Support Clerk I \$
Support Clerk II \$
Sr. Support Clerk \$
Data Entry Clerk \$
Sr. Scanning Operator \$
Scanning Operator \$
Secretary II \$
Secretary I \$
Admin. Clerk \$
Documentation Clerk \$
Asst. Supervisor—CIPE \$

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)
USPTO FOIA 03-131

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
32	PROJECT MANAGEMENT						
	Estimated Annual Quantity:	Staff Month	7	12	12	12	12
	Unit Price (Jan-May):		\$ 224,092.56				
	Unit Price (June-Jan 2):		\$ 304,163.24	\$ 318,102.45	\$ 320,958.75	\$ 326,455.06	\$ 333,315.15
	Total Price:		\$ 3,249,604	\$ 3,817,229	\$ 3,851,505	\$ 3,917,461	\$ 3,999,782
33	PUBLICATIONS FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	12,159	20,808	20,892	20,832	20,772
	Unit Price (June-Jan 2):		\$ 21.1014	\$ 20.7725	\$ 19.4361	\$ 20.7573	\$ 19.6145
	Total Price:		\$ 256,572	\$ 432,234	\$ 406,059	\$ 432,416	\$ 407,432
34	EXPANDED PAPER MATCHING						
	Estimated Annual Quantity:	Hour	119,000	212,000	227,000	242,000	259,000
	Unit Price (June-Jan 2):		\$ 18.7114	\$ 19.3723	\$ 19.2753	\$ 19.3372	\$ 19.3344
	Total Price:		\$ 2,226,657	\$ 4,106,928	\$ 4,375,493	\$ 4,679,602	\$ 5,007,610
35	FORMALITY REVIEW						
	Estimated Annual Quantity:	Hour	84,115	169,932	170,618	170,128	169,638
	Unit Price (June-Jan 2):		\$ 21.9242	\$ 21.6398	\$ 21.5553	\$ 21.6200	\$ 21.7494
	Total Price:		\$ 1,844,154	\$ 3,677,294	\$ 3,677,722	\$ 3,678,167	\$ 3,689,525

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
36	INITIAL EXAMINATION SUPPORT						
	Estimated Annual Quantity:	Hours	724	1,734	1,741	1,736	1,731
	Unit Price (July-Jan 2):		\$ 21.7708	\$ 21.5970	\$ 21.5102	\$ 21.5721	\$ 21.6988
	Total Price:		\$ 15,762	\$ 37,449	\$ 37,449	\$ 37,449	\$ 37,561
37	COURIER SUPPORT						
	Estimated Annual Quantity:	Month	4	12	12	12	12
	Unit Price (Sept - Jan 2):		\$ 9,017.1900	\$ 8,913.2800	\$ 8,933.1500	\$ 8,982.0700	\$ 8,971.0200
	Total Price:		\$ 36,069	\$ 106,959	\$ 107,198	\$ 107,785	\$ 107,652

weekly, and/or monthly reports of document receipt and mailing work as required by the Government.

C.3.16 RECEPTIONIST SUPPORT

As required by the Government, the contractor will provide ongoing receptionist support in Patent cost center offices. Each receptionist will answer phones and receive walk-in visitors, referring the callers/visitors and taking messages as appropriate. In addition, receptionists will type office actions, process case transfers, research PALM to determine file locations, and perform other general clerical duties which do not require leaving the receptionist desk. Each receptionist must work 8:30 a.m. to 5:00 p.m. unless otherwise directed by the Government. For maximum efficiency and to insure continuity, the contractor is required to assign the same person to the same position each day, except in those cases where there are extenuating circumstances (e.g., absence). Any individual provided under this line item must possess outstanding oral and written communication skills in the English language. As requested, oral communication skills in Spanish may be required. The contractor will provide daily, weekly, and/or monthly reports of receptionist support work as required by the Government.

C.3.17 PETITIONS SUPPORT

The contractor will provide staff on a continuing basis to the Office of Petitions to perform application support functions such as opening and sorting mail, researching file locations, ordering files, matching papers, updating PALM information, mailing office actions, and maintaining the file room and the unmatched paper tickler file. *Section J, Attachment 17 provides additional information on Office of Petitions processes.* Individuals working under this line item must work 7:30 a.m. to 4:00 p.m. The contractor will provide daily, weekly, and/or monthly reports of Petitions support work as required by the Government.

C.3.18 PCT MAILING

At least once in the morning and once in the afternoon of each workday, the contractor shall retrieve mailing work from designated locations throughout the Patent Cooperation Treaty (PCT) Office. For any given file, all processing must be completed and the associated envelopes ready for pickup by the PTO mailroom within 24 clock hours from file pickup. The date applied by the contractor to any form and/or letter prepared for mailing must be the same as the metered date which will be applied to the envelope in the PTO mailroom. The contractor will identify the materials to be mailed and will determine the appropriate processing required in accordance with the specifications contained in section J, attachment 8. The contractor must insure that all materials inserted into window envelopes for mailing have their address readily visible and are securely sealed.

notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of scanning work as required by the Government.

C.3.31 FUTURE REQUIREMENTS

Offeror may be required to provide processing and other services in support of existing or re-engineered PTO work processes and systems.

C.3.32 PUBLICATIONS FILE ROOM MAINTENANCE

Various allowed applications are held in the Office of Publications' Allowed Files area pending their shipment to the data base contractor. The PTOSS contractor is required to staff Allowed Files in a manner which insures services does not begin prior to 6 am. and is available until 5:00 p.m. daily.

All application files coming into and going out of Allowed Files must have their PALM location information changed. File information will be entered into Pubs' tracking system as directed by the Government. As detailed in Section J, Attachment 16, the contractor will perform various activities including sorting files, processing incoming mail and issue notifications, maintaining files in retrievable order, retrieving files and packaging for shipment to the Initial Data Capture contractor or as otherwise needed, and processing abandonments.

The contractor will insure that PALM and other data bases are up-to-date and accurate and that all application files are accurately filed. The contractor also will perform such housekeeping functions as necessary to insure appropriate maintenance and control of the Allowed Files area. Shifting of files will be done promptly when needed and the Government should be notified if insufficient storage space or racks are available. As required by the Government, the contractor will conduct a full inventory of the file room's contents by entering the information for each application file into the PALM system and/or into the Pubs' tracking system.

The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of Publications File Room Maintenance work as required by the Government.

C.3.33 EXPANDED PAPER MATCHING

Each day, the PTO receives thousands of papers which must be associated as quickly as possible with the appropriate applications. These applications are located in the central files areas, with examiners, with tech support staff, and in various other

locations throughout the Corps. The bulk of the papers received in a Tech Center's (TC) mailroom come directly from Office of Initial Patent Examination's (OIPE) mail opening process and move directly into the paper matching process.

Within approximately 1 hour following each mail delivery, the contractor should retrieve from each Tech Center's mailroom the bundles of papers marked for file retrieval. In addition, at least once in the morning and once in the afternoon the contractor must check other designated locations in each TC and retrieve papers placed for file retrieval.

Using information contained in each document and in the PALM system (e.g., serial number, applicant's name), the contractor will locate all needed applications housed in the TC, will insert the appropriate paper(s) in each file, and will deliver the file(s) to the designated location. If PALM shows a needed file is located outside of the TC, the contractor will forward the appropriate paper(s) to that location (EXCEPTION: If a case is in another TC on a transfer inquiry, the contractor will hold the paper(s) until the case is returned or the transfer is official). The contractor is required to order needed cases which are located in the file repository. "Too high" papers will be maintained by the contractor in a tickler file. This tickler file will be checked at least twice weekly to determine if the needed files have been docketed and are now available, at which time the files will be retrieved, papers inserted, and files delivered to the designated location. The following processing turnaround times are required:

- Fax: 1 hour from pickup.
- After Final and any response paper with a receipt date older than 20 days: 1 hour from pickup/receipt.
- Other papers (excluding too highs): Within 16 work hours, location information reviewed in PALM and all possible TC locations checked at least once. If file is not located, continue searching for file for up to 2 weeks after which unmatched papers will be returned to Government.
- All retrieval of documents which have a 1-hour turnaround requirement and are received in the last mail run must be processed before the contractor stops work each day.

In addition, at least once in the morning and once in the afternoon the contractor will retrieve examiner file requests from the printer located in each tech center and from other designated locations. The contractor will attempt to locate each requested file in the appropriate central files; if the file is not found, the contractor shall print and attach to the request the PALM screen showing the application's location. The contractor must deliver all requested files or unmatchable requests to the designated locations on the next regularly scheduled pickup/delivery run (e.g., request retrieved in the morning—application delivered in the afternoon).

As requested by the Government, the contractor will locate applications and will deliver the files to the specified location after updating PALM. The amount of time allowed for this work will be mutually agreed upon by the COTR and the contractor prior to initiation of the work.

The contractor is required to update PALM information each time an application file's location is changed. In addition, when retrieving files from examiner offices and other locations designated the Government, the contractor will leave a sheet at each location indicating why the file was taken and for what purpose.

The contractor is expected to meet all turnaround times and to perform retrieval work at a 100% accuracy level. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of expanded paper matching work as required by the Government.

C.3.34 FORMALITY REVIEW

Newly received patent applications must be reviewed for completeness and compliance with all filing requirements. In addition, bibliographic and other data must be entered into the PALM MG system.

Following completion of initial processing functions (i.e., file assembly, fee recordation, classification, and scanning), each patent application will be forwarded to the contractor for formality review. The contractor will review each application to determine the presence of all required documents, information, and signatures and will enter the appropriate data into the PALM MG system. The contractor will determine the number of claims contained in an application, the appropriate filing fees for that application, and whether the amount previously recorded in RAM for that application is correct. If the RAM amount is incorrect, the contractor will take the appropriate action to rectify the situation (e.g., generate refund, charge additional fees to deposit account, notify applicant of additional fee requirement). For any application determined to be incomplete or a missing part, the contractor will prepare and mail to the applicant the appropriate correspondence and will forward the case to the file room. For each application for which a filing date is granted, the contractor will prepare and mail to the applicant a filing receipt.

As responses to Pre-Exam notices are received in OIPE, the contractor will retrieve the appropriate application file and will take such actions as are needed to complete formality review of that application.

The contractor is required to perform all necessary PALM transactions (e.g., charge in and out to insure proper tracking of application) during the course of processing applications. The contractor is required to perform all processing (correction/adjustment of entries, end-of-day reconciliation) activities needed to insure RAM data is complete and accurate.

For each newly received application, the contractor must complete formality review processing (including generating and mailing appropriate correspondence) no later than 28 calendar days from the official mail receipt date (i.e., filing date) for that application. Processing of all responses must be completed within 21 calendar days of the official mail receipt date of the response. The Government will not be held responsible for delays caused by PALM problems nor will PALM problems be considered an acceptable reason for contractor's failure to meet turnaround time requirements.

All work **must be performed at 100% accuracy level.** The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 work hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of formality review processing as required by the Government.

C.3.35 INITIAL EXAMINATION SUPPORT

The contractor will perform various support functions as necessary to insure the timely and efficient operation of OIPE and completion of initial examination. Representative functions include processing of refunds not formality-review related (e.g., change in entity status) and processing of miscellaneous application papers such as change of address or revocation of power of attorney. All refund processing must be completed within 21 calendar days of receipt of the request for refund. Processing of miscellaneous application papers must be completed within 16 work hours of receipt of the paper and the associated application file. Turnaround time requirements for other functions will be identified as appropriate.

All work **must be performed at 100% accuracy level.** The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 work hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of initial examination support work as required by the Government.

Contractor Tasks	Number of files/papers that need to be produced per week
✓ Sort incoming files into allowed, recycled, non-allowed files	3173
✓ Sort incoming flatwork (drawings, fees, correspondence)	7240
✓ PALMING non-allowed applications, Quality Review, Petition to Tech Centers	250
✓ Update PALM workflow and PC sent date for IDC	3100
✓ Place files in boxes for shipment for IDC	3100
✓ Preparing applications for distribution to Tech Centers (Match & Returns)	200
✓ Allowed Files Receipt in PALM and PC	526
✓ Allowed Files Filing in Received Sequence	526
✓ Pulling files for Customer Service requests and 4 Month Printing files	645
✓ Process applications for abandonment	50
✓ Drawing Workflow	2158
✓ Mailing Issue Notifications	3000

ALLOWED APPLICATION MAINTENANCE REQUIREMENTS

There are four types of allowed applications that are received for processing in the Allowed Application Maintenance Area:

- (1) Newly allowed applications (utilities, plants, reissues, designs)
- (2) Statutory Invention Registrations (SIRs)
- (3) Re-examinations
- (4) Previously receipted allowed applications received from the Technology Centers, the Office of Quality Review, the Solicitor's Office, or Customer Service.

The following sections define the various tasks that must be provided in order to fulfill the requirements of the PTO for allowed application maintenance services.

SORTING INCOMING FLATWORK

All flatwork received by 2:00 p.m. daily will be sorted by close of business that day. Flatwork received after 2:00 p.m. will be sorted by 10:00 a.m. the following business day.

All incoming papers that are stapled, paper clipped, or rubber-banded together must be kept together. Do not separate any of the papers.

The incoming papers will be sorted into one of the following seven categories and will be routed to the following designated area:

<u>Type:</u>	<u>Delivered To:</u>
1. Fees (alone)	Issue Fee
2. Drawings (alone)	PCC
3. Correspondence (alone)	Correspondence
4. Fees with Drawings	PCC
5. Fees with Correspondence	Correspondence
6. Fees with Drawings & Correspondence	PCC
7. Drawings with Correspondence	PCC
• Please ensure that the proper mailroom date is used on each category of paper.	

- When finished sorting papers, place the proper routing label on each set and proper count (Please use a label for one of the categories listed above).

SORTING INCOMING FILES

All applications received by 2:00 p.m. daily will be sorted, PALMed and filed by close of business that day. Applications received after 2:00 p.m. will be sorted, PALMed and filed by 10:00 a.m. the following business day.

- (1) Blue circle on application table of contents, send file to FMF
- (2) Non-Blue circle on application table of contents, check for blue tag, "PTO 2031 – Please Return File to Post-Exam Area", if so send to FMF
- (3) Check if allowance data is completed, if so proceed to "Receipt of Newly Allowed Applications"
- (4) Provide daily counts of the number of files received

PALMING NON-ALLOWED APPLICATIONS

If after the above sorting of files, an application is determined to be non-allowed, then PALM back to the appropriate Technology Center. Place in the out going mail to be delivered to the Technology Center.

RECEIPT OF NEWLY ALLOWED APPLICATIONS (via PALM and In-house computer tracking system)

The Contractor shall acknowledge receipt of the application through the PALM system and In-house computer system.

- 1) The receipt through PALM is accomplished by inputting Bar Code Reader (BCR) transaction 1021 and wand the serial number bar code label of the application.
 - a) The Contractor shall identify any error message and take the appropriate action (see below for examples).
 - When using the BCR transaction 1021, if the 1621 appears, then wand the application to Quality Review and place application in outgoing mail
 - When using the BCR transaction 1021, if the 1105 appears, then wand the application to Licensing and Review and place application in outgoing mail
 - When using the BCR transaction, 1021, if miscellaneous messages appear, (incorrect statuses: 092, 164, 166, 041, 071, etc.), the Contractor shall wand the application to appropriate Technology Center and place application in outgoing mail

- b) When using the BCR transaction 1021, if no error message is received, the Contractor shall file the applications.
- 2) The receipt through the In-house computer system is accomplished by wanding the bar code label of the application.

PROCESSING PREVIOUSLY RECEIPTED ALLOWED APPLICATIONS

Previously receipted allowed applications have been received by the Allowed Application Maintenance Area at least once. On a daily basis the PTO will provide a listing of applications that were previously receipted. These previously receipted applications will be pulled down from the file rack. Each pulled application will require the following transactions.

- (1) Charge out in PALM by inputting BCR transaction code "1034" and location code "7540"
- (2) Remove from the In-house tracking system inventory by going to the appropriate screen and wanding the serial number bar code label on the application.
- (3) Prepare for delivery to the off site File Maintenance Facility by placing in a boxes labeled "FMF Re-files"

RECEIPT OF PLANT, REISSUE, REEXAMINATION AND STATUTORY INVENTION REGISTRATIONS

Plant Applications

The Contractor shall process a plant application by using the procedures that follow:

- (1) Press the received (RCVD) key on the BCR.
- (2) Wand the serial number bar code label of the application file.
- (3) File the plant application in a separate location in the file area.

Reissue Applications

The Contractor shall process a reissue application by using the procedures that follow:

- (1) Press the received (RCVD) key on the BCR.
- (2) Wand the serial number bar code label of the application file.
- (3) File the reissue application in a separate location in the file area.

Re-Examination Cases

Re-examination cases consist of two allowed applications, the parent case which was previously patented and the re-examination file, identifiable by application series code 90.

The Contractor shall process the re-examination case containing both a patented application file and a re-examination file using the procedures that follow:

- (1) Press the RCVD key on the BCR.
- (2) Wand the serial number bar code label of the patented application file.
- (3) Press the RCVD key on the BCR.
- (4) Wand the serial number bar code label of the re-examination application file.
- (5) Place the re-examination file in front of the patented application file and rubber band them together.
- (6) File the re-examination cases, rubber banded with the patented file, in a separate location in the file area.

Statutory Invention Registrations

The Contractor shall process a statutory invention registration using the procedures that follow:

- (1) Press the received (RCVD) key on the BCR.
- (2) Wand the serial number bar code label of the application file.
- (3) File the statutory invention registration in a separate location in the file area.

PROCESSING ALLOWED APPLICATIONS FOR ABANDONMENT

If issue fees are not received in the PTO Mail Center within three months from the mailing date of the Notice of Allowance, the PTO shall create a Potential Abandonment List. The Contractor shall take the following actions to effect abandonment of the allowed applications located in the Allowed Applications Maintenance Area:

- (1) Retrieve applications identified on PAL.
- (2) Reporting abandonment to the PALM System.
- (3) Producing the Notice of Abandonment.
- (4) Forwarding the allowed applications to Files Repository.

Reporting Abandonments to the PALM System

- (1) In accordance with the Potential Abandonment List, the Contractor shall pull the allowed applications for which fees apparently have not been received. The List allows three months from the mailing date of the Notice of Allowance plus six weeks processing time by the Office of Initial Patent Examination.
- (2) The Contractor shall verify that an issue fee transmittal form is not present in the application.
- (3) If there are allowed applications matched with issue fees received after three months from the mailing date of the Notice of Allowance, the Contractor shall abandon for late payment of the issue fee.

- (4) For each application that is to be abandon the Contractor shall input BCR transaction code "1589" and wand the serial number bar code label of the application file.

Producing the Notice of Abandonment

The Contractor shall produce the Notice of Abandonment for each application file to be abandoned in the following manner:

- (1) Complete the Notice of Abandonment (PTO Form 1432) by making a check mark in box "4".
- (2) Record the mailing date of the Notice of Allowance in the space provided. Insert the form in the printer with the bottom edge down.
- (3) Input BCR transaction code "1075" and wand the serial number bar code label of the application file.
- (4) Place the carbon copy of the Notice of Abandonment in a window envelope.
- (5) Place the original of the Notice of Abandonment on the right hand side of application file.
- (6) Stamp, "ABANDONED" on the face of the application file wrapper.
- (7) Stamp abandoned and the current date on the contents of the application file.
- (8) Place envelope in outgoing mail or return to PTO for mailing.

Forwarding Abandoned Allowed applications to Files Repository

The Contractor shall:

- (1) Input BCR transaction code "1034" and location code "9200".
- (2) Wand the serial number bar code label of the application file that has been processed for abandonment.
- (3) Put the allowed (now abandoned) applications in serial number order in boxes or on trucks.
- (4) Deliver the files to designated area for Files Repository.

LOCATING AND DISPATCHING REQUESTED ALLOWED APPLICATIONS

Electronically Transmitted Requests

Requests for application will be transmitted to the Contractor electronically, by telephone by fax or by written list. The Contractor shall receive application requests from the PTO's Customer Service Center, and/or from the PTO. Lists from The Customer Services Center identifying the applications and status will be transmitted to the Contractor continuously each day between the hours of 8:30 a.m. and 5:00 p.m.

The Contractor shall locate the allowed applications. The Contractor shall charge the allowed applications on the PALM System to the appropriate offices and shall deliver them to PTO according to the following schedule:

- Applications requested should be available to pick up within 3 hours of the time they are requested.

The Contractor shall notify PTO's Customer Service Center of any applications that will not be delivered (notify at least a half-hour prior to delivery due time). Hand write "unable to locate" on the request and provide to Customer Service.

The Contractor shall date stamp the bottom of all request forms received from the Customer Service Center to indicate the time the requests were located/delivered to them.

Processing Before Dispatching an Allowed Application

The Contractor shall:

- (1) Locate the application file that is being requested.
- (2) Input BCR transaction code "1034".
- (3) Input the location code 7660 Customer Service.
- (4) Wand the serial number bar code label of the application file.
- (5) Wand the application out from the in-house tracking system by going to the appropriate screen and wanding the Serial Number bar code label on the application.
- (6) Dispatch the application file to the PTO.
- (7) Provide the PTO with a copy of the request indicating the date and the exact time by date stamping the bottom of all request forms for each application file that is located.

ADDITIONAL REQUIREMENTS

The Contractor may be required to perform an inventory of each allowed application file, available in the Allowed Application Maintenance Area. This inventory will be at the discretion of the PTO. The inventory will normally be performed after hours and be conducted at the expense of the Government. The inventory will not be conducted more often than twice during a calendar year. It will be performed using specific instructions by the PTO.

The intent of the foregoing inventory is as follows:

- (1) To locate misplaced allowed applications.
- (2) To identify any issue fee paid allowed applications that have been overlooked and have not been prepared for issue.
- (3) To identify any potentially abandoned non-fee paid allowed applications that have not been processed for abandonment.
- (4) To bring any problem fees and problem allowed applications to the attention of the PTO.

ALLOWED FILES FILING

Applications that have been properly sorted and received in both PALM and the in-house computer system must be filed up in the file racks as follows.

All applications received into the Allowed Application Maintenance Area will be filed up according to the date they were received. Files will be placed on the racks in the exact order they are wanted into the in-house computer system. The beginning and ending point for each date must be clearly marked on the file racks.

PREPARING APPLICATIONS FOR DATABASE CONTRACTOR (RTIS) PICKUP – NEWLY ALLOWED APPLICATIONS (BOXING UP FILES)

A schedule will be established showing the number of newly allowed applications that will be pulled and be prepared for pick up for IDC by RTIS. Applications with the oldest received in date into the Allowed Files Maintenance Area will be pulled and made ready for pick-up.

Additionally, the PTO will provide listing of Issue Fee Paid applications and other priority applications on a daily basis. Applications on these lists must be pulled and prepared for pick-up by RTIS as described below. These applications will count toward the established weekly total of applications for IDC.

Each application being pulled for pick-up will have the following PALM workflow record recorded prior to sending to RTIS:

1. Wand the 3206 barcode label
2. Wand the SENT barcode label
3. Wand the application barcode label

The applications will also be charged out in PALM as follows.

1. Wand the 1034 barcode label
2. Wand the 7530, location barcode label (or key in 7530 and hit the enter key on the BCR)
3. Wand the application serial number barcode label

The applications will also be recorded in the in-house database as being sent for IDC by wandling the barcode labels of each application. The in-house computer system will create a delivery transmittal to accompany the applications to RTIS. The delivery transmittal will be printed and placed into the last box of the given shipment.

PLACING FILES IN BOXES FOR IDC

Applications that are ready for pick up shall be placed on trucks. Each truck will have a transmittal printed and attached to the truck. Each truck will also be labeled "IDC Files for Pick-up". All completed trucks will be placed in the designated area to await pick up by the RTIS drivers.

The complete weekly shipment of applications should be available for pick up by Wednesday of each week.

Drawing Workflow

- The Contractor will use PALM to record receipt of all drawings with the PALM 3206-DRWR transaction.

The following steps will be followed in order to perform the PALM 3206-DRWR transaction:

1. Wand the 3206 bar code label
 2. Wand the DRWR bar code label
 3. Key in Mailroom Date (MM, DD, YYYY) - if no date is entered it uses system date (today)
 4. Press ENTER
 5. Key in Serial Number (1st Time)
 6. Key in Serial Number (2nd Time)
 7. Press ENTER
 8. Wand SEND label
- All drawings that are workflowed will be prepared for delivery to the FMF and placed in the designated area for pick up.
 - The number of drawing sets workflowed will be reported to the PTO.

All drawings received by 2:00 p.m. daily will be sorted, workflowed and prepared for delivery to the FMF by close of business that day. Drawings received after 2:00 p.m. will be sorted, workflowed and prepared for delivery to the FMF by 10:00 a.m. the following business day.

SENT WORKFLOW

File SENT to RTIS (Workflow record)



3206



SENT

File SENT to RTIS (Charge out in PALM)



1034



7530

Receive File



1039

DRWR Workflow

Drawings Sent to RTIS (Workflow record)



3206



DRWR



SEND

Wand Bar Code label **3206**

Wand Bar Code label **DRWR**

Input the Mailroom date **MM DD YYYY**

Press Enter

Input Serial Number

Input Serial Number again

Press Enter

Wand Bar Code label **SEND**

Office of Petitions Contractor Duties

Contractor is required to update PALM information each time an application is moved from one location to another. Each application must be charged to and received in the appropriate location.

Incoming Mail (75-100 papers, 50-65 cases daily)

- All incoming mail should be opened, applications, papers, and papers with checks separated and sorted, and forwarded to the appropriate location within 3 hours of receipt; at a minimum, incoming mail **must** be opened and routed on the same day it arrives in the Office of Petitions.
- Assure that out-going mail is picked up when mail deliveries are made (daily)
- Sign receipts as needed for any mail that is delivered
- Accept any hand-carried mail that is delivered (daily as needed)
- Stamp receipts as needed for customers wanting proof of delivery and verify contents listed on receipt match what is received (daily as needed); note on receipt any discrepancies between actual documents received and documents listed on receipt
- All papers stamped to show delivery/receipt date in Petitions (day of delivery)
- Monitor and receive fax transmissions. Verify completeness of fax transmission to assure that all papers were received. If an incomplete fax is received, notify a paralegal immediately. Stamp fax with receipt date (multiple times daily as needed)
- Date stamp papers received via courier, e.g., Fed Ex, UPS, etc., with both the mail-in date and the date the material was received in the PTO (multiple times daily as received).

Papers / Checks Separated and Sorted (75-100 papers daily)

- All incoming papers without checks are sorted by serial number and placed in appropriate rack for LIE's (daily when mail is received)
- Papers with checks are separated out and placed on appropriate shelf established for such in central files area (multiple times daily as received). Following RAM processing of check, each paper is then placed in the appropriate rack with the incoming papers without checks.
- Withdrawal From Issue Petitions and Petitions to Expedite each are stamped to show receipt date and then hand-carried to the appropriate Paralegal per list provided by Government. These documents (including those received via fax) are **HIGH PRIORITY** and must be delivered as soon as received and identified.
- Each application received must be checked to determine if a petition is already in the file. If a petition is present, stamp the petition to show receipt date and then place the application in the LIE rack in accordance with the LIE/serial number assignment list provided by the Government.

Initial Processing of Petition Papers

- Each paper screened by and returned from the LIEs must have the following processing completed within 1 workday of the paper's return from the LIE:
 - file location checked in PALM
 - file retrieved if located in Petitions
 - standard expanded paper matching procedures/forms will be used to notify examiners and others in Petitions that file has been retrieved, is needed, etc.
 - paper is placed in appropriate application, and contents and petition information is written on the back of the application folder
 - each paper has appropriate paper number from pre-screen sheet provided by LIE written on paper at same time contents are written on back of file
 - colored card is then placed on application according to type of petition filed, PALM information is updated, and file delivered to designated location
 - re-exams, re-issues, and withdrawals from issue delivered to person responsible for petition type or placed in designated mailbox
 - applications retrieved from Petitions' staff returned to that person
 - applications retrieved from central files returned there
 - petitions for access or petitions for patent term extension delivered to person responsible (currently Cheryl Gibson-Baylor)
 - if file is not located in Petitions
 - "flag" set in PALM
 - printout of PALM screen made and attached to newly received paper
 - file ordered from appropriate location
 - unmatched papers are placed in numerical order in tickler file pending receipt of application file

Maintenance/Review of Tickler File (800-900 exist)

- At least once each week, the PALM location of the file for each paper contained in the tickler file should be reviewed
 - If a file has a location different from that on the printout attached to the paper
 - a new printout is made and attached to the paper
 - the file is reordered
- If a needed application is not received in Petitions within 2 months of initial ordering of the file, paper should be brought to the attention of the Head Paralegal to determine whether to proceed and prepare an official search form and initiate an official search. (will be a result of weekly check and should be completed in same week as it was discovered)
 - If PALM record shows that an official search has terminated on an application, print out paper from PALM and bring such to the attention of an LIE (during same week it was discovered)

Papers Matched to Incoming Applications (50-65 daily)

- All applications received in Petitions for which a paper is present in the tickler file will have the paper matched with the file and associated processing completed within 8 hours of application receipt
 - For each paper inserted in a file, the appropriate information must be entered on the back of the application file. This information should be taken from the cover sheet placed on the papers by the LIEs
 - Each paper must be marked with appropriate paper number
 - Colored card indicating what type of petition has been filed is placed on application.
 - Application correctly filed in central files.
- Maintain records of papers held in individual offices while awaiting applications and applications containing petitions which are allowed to leave Petitions office
 - notify paralegal of any file not returned within 1 week

Central Files Maintenance

- All applications placed for filing in central files must be correctly filed within 4 hours of receipt. If PALM is nonoperational, the Government should be notified and filing of applications should be suspended until PALM location information can be updated.
 - Applications in Petitions' central files are maintained in numerical order.
- By the 5th workday of each month, remove from central files any application for which no response has been filed for over 8 months and forward to paralegals for review.
- Order files from elsewhere in PTO as requested

Document Mailing (80-90 daily)

- All documents mailed must contain the same date on the office action as the metered date which will be applied in the mailroom. Outgoing mail received for processing by the contractor after 12:00 noon will receive the next day's mail date unless specifically requested otherwise by the Government.
- To process outgoing mail:
 - remove any Petitions' flag remaining in PALM
 - enter information on petition decision into PALM
 - make appropriate number of copies of decision
 - stamp all copies of decision with mail date
 - insure all attachments are mailed with decision
 - remove colored cards, or white card with number, from files leaving petitions and place cards in appropriate location for re-use

- Forward file to appropriate location (e.g., central files, Tech Center) within 4 hours of completing mailing
- Provide copy of decision to author and insert copy of decision in appropriate notebook within 4 hours of completing mailing.
- Mail other materials as requested

RAM Work (85 – 120 per week)

- Data from RAM transaction sheet provided by deciding official placed in RAM (must be done by noon of the day following the mail date of the decision)
- RAM data information forwarded to Finance (same work day that RAM work is done)
- Application forwarded to appropriate location within 4 hours of completing RAM work

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 1

2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 12/05/2000	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY No Invoice Information US Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202	CODE 17	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) DIVERSIFIED TECHNOLOGY SERVICES OF VIRGINIA, INC., 11861 CANON BOULEVARD NEWPORT NEWS, VA 23606		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) (X) 10A. MODIFICATION OF CONTRACT/ORDER NO. / 50PAPT001001 (X) 10B. DATED (SEE ITEM 13)	
CODE *		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

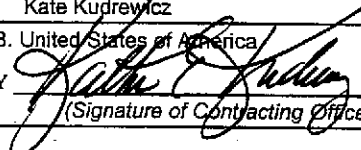
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Clause H.2 of the Contract

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
This is Modification MO02 to Contract No. 50-PAPT-0-01001 issued to Exercise Option Period One of the contract. Accordingly the period of performance of the contract is extended to January 2, 2002.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrewicz		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. United States of America BY  (Signature of Contracting Officer)	16C. DATE SIGNED 12/05/2000
(Signature of person authorized to sign)			

The purpose of this modification to contract number 50-PAPT-0-01001 is to exercise the first option period under this contract. Accordingly, said contract is hereby modified as follows:

1. In accordance with clause H.2 entitled, Option to Extend the Term of the Contract, and the letter dated November 21, 2000, providing preliminary notice of the Government's intention to exercise the first option period of the contract, the Government hereby exercises that option. The effective date of option period one will be from January 3, 2001 through January 2, 2002 thus extending the period of performance of the contract.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 1

2. AMENDMENT/MODIFICATION NO. 0003 3. EFFECTIVE DATE 05/18/2001 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE 17

7. ADMINISTERED BY (If other than Item 6)

CODE

No Invoice Information
US Patent and Trademark Office, 2011 Crystal Drive, Suite 810
Arlington, VA 22202

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

DIVERSIFIED TECHNOLOGY

SERVICES OF VIRGINIA, INC., 11861 CANON BOULEVARD

NEWPORT NEWS, VA 23606

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

(X) 10A. MODIFICATION OF CONTRACT/ORDER
NO. 50PAPT001001

(X) 10B. DATED (SEE ITEM 13)

CODE * FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.CHECK ONE A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN
THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
Mutual agreement of the parties.

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 4 copies to the issuing office.14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
See attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

CALVIN J. WILSON PROJECT MANAGER

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Kate Kudrewicz

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. United States of America

16C. DATE SIGNED

(Signature of person authorized to sign)

5-23-01

BY (Signature of Contracting Officer)

5/23/01

The purpose of this modification to contract number 50-PAPT-0-01001 is to incorporate Department of Labor Wage Determination No. 1994-2103, Revision 22, dated 09/13/2000, the new Section B incorporating the revised unit costs as a result of the Wage Determination, revisions to Section C and a new attachment. Accordingly, said contract is hereby modified as follows:

1. Incorporate in the subject contract new Section B, "Supplies or Services Prices/Costs" is hereby provided as an attachment to this contract modification. Accordingly, remove pages 6 through 12-2 of the current contract and replace with new pages 6 through 12-3 provided.
2. Replacement pages to Section C, "Statement of Work" is hereby provided for incorporation into the subject contract. The page numbers that are being replaced are as follows: Remove in its entirety pages 30, 31, 33, 35-37 and 39-3 – 39-5, and replace with new pages 30, 31, 33, 35-37 and 39-3 – 39-5 provided.
3. A summary of the Contract line items (CLINs) that have been changed as a result of this modification include the following:
 - CLIN 0012, Tech Center File Room Maintenance and CLIN 0013, Application File Retrieval. Originally as proposed these CLINs equally shared the Senior File Clerk Lead hours. With the elimination of requirements of CLIN 0013 the hours that were attributed to CLIN 13 needed to be absorbed into CLIN 0012, where the position is still required.
 - CLIN 0016, Receptionist Support. Unit price was renegotiated to correct an inadvertent error in the calculation of the unit price.
 - CLIN 0021, PCT File Room Maintenance, required renegotiation of the unit cost to account for position classification changes as a result of the relocation of the warehouse.
 - CLIN 0023, PCT File Assembly, workflow change requiring the insertion of required separator sheets.
 - CLIN 0026, US Mail Open/Sort, changed to reflect new workflow process in support of electronically submitted applications.
 - CLIN 0027, US File Assembly, changed to support of publishing PGPub documents, file assembly required insertion of separator sheets to be inserted into each application.

- CLIN 0032, Project Management, is renegotiated to account for changes in all other CLINs.
 - CLIN 0033, Overtime, changed to reflect new hourly rates created by incorporation of Wage Determination Rates.
 - CLIN 0036, Initial Examination Support, change in the volume estimate.
 - CLIN 0038, US Application RAM, new CLIN to accomplish fee processing of all newly received US Applications, instead of just "flat work".
 - CLIN 0039, PCT RAM, new CLIN to accomplish all RAM processing of fees associated with PCT applications.
4. Remove Section J, Attachment 11 of the contract and replace with new Attachment 11, provided.
 5. From Section J, Attachment 12 of the contract, remove page 8 and Appendix C. No replacement pages are provided.
 6. As a result of this modification the value of the contract increases from \$151,073,534.00 by \$21,956,463.00 to a new total of \$173,029,997.00.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.8 SCHEDULE OF PRICES

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
1	REFERENCE FILING						
	Estimated Annual Quantity:	Document	3.2 mil	3.2 mil	3.2 mil	3.0 Mil	2.5 mil
	Unit Price:		\$ 0.2471	\$ 0.2598	\$ 0.2590	\$ 0.2627	\$ 0.2710
	Total Price:		\$ 790,720	\$ 831,360	\$ 828,800	\$ 788,100	\$ 677,500
2	EXAMINER SEARCH ROOM MAINTENANCE						
	Estimated Annual Quantity:	Month	12	12	12	12	12
	Unit Price:		\$ 9,303.95	\$ 9,805.37	\$ 9,769.85	\$ 9,833.64	\$ 9,879.90
	Total Price:		\$ 111,647	\$ 117,664	\$ 117,238	\$ 118,004	\$ 118,559
3	SEARCH FILE EXPANSION						
	Estimated Annual Quantity:	Staff Day	1,800	1,800	1,800	1,600	1,600
	Unit Price:		\$ 158.7797	\$ 167.0946	\$ 166.4694	\$ 168.4831	\$ 169.2906
	Total Price:		\$ 285,803	\$ 300,770	\$ 299,645	\$ 269,573	\$ 270,865
4	RECLASSIFICATION--PREPROCESSING						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	50,000
	Unit Price:		\$ 0.5806	\$ 0.5878	\$ 0.6391	\$ 0.6798	\$ 0.6676
	Total Price:		\$ 87,090	\$ 58,780	\$ 47,933	\$ 33,990	\$ 33,380
5	RECLASSIFICATION--DATA CAPTURE						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	25,000
	Unit Price:		\$ 0.2483	\$ 0.2313	\$ 0.2062	\$ 0.2312	\$ 0.1582
	Total Price:		\$ 37,245	\$ 23,130	\$ 15,465	\$ 11,560	\$ 3,955

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
6	RECLASSIFICATION FINAL PROCESSING						
	Estimated Annual Quantity:	Document	600,000	600,000	500,000	500,000	500,000
	Unit Price:		\$ 0.6500	\$ 0.6618	\$ 0.6410	\$ 0.6392	\$ 0.6393
	Total Price:		\$ 390,000	\$ 397,080	\$ 320,500	\$ 319,600	\$ 319,650
7	FILE INVENTORY						
	Estimated Annual Quantity:	Document	1.0 mil	500,000	500,000	150,000	150,000
	Unit Price:		\$ 0.1488	\$ 0.1604	\$ 0.1598	\$ 0.1691	\$ 0.1700
	Total Price:		\$ 148,800	\$ 80,200	\$ 79,900	\$ 25,365	\$ 25,500
8	FILE INTEGRITY						
	Estimated Annual Quantity:	Document	500,000	300,000	300,000	150,000	150,000
	Unit Price:		\$ 0.5524	\$ 0.5800	\$ 0.5807	\$ 0.5769	\$ 0.5795
	Total Price:		\$ 276,200	\$ 174,000	\$ 174,210	\$ 86,535	\$ 86,925
9	PROVIDE PATENT COPIES						
	Estimated Annual Quantity:	Document	165,000	150,000	130,000	100,000	100,000
	Unit Price:		\$ 2.3219	\$ 2.0840	\$ 1.8063	\$ 2.1523	\$ 2.1903
	Total Price:		\$ 383,114	\$ 312,600	\$ 234,819	\$ 215,230	\$ 219,030
10	TECH CENTER COPYING						
	Estimated Annual Quantity:	Image	35.0 mil	38.0 mil	40.0 mil	42.0 mil	42.0 mil
	Unit Price:		\$ 0.0658	\$ 0.0682	\$ 0.0687	\$ 0.0692	\$ 0.0702
	Total Price:		\$ 2,303,000	\$ 2,591,600	\$ 2,748,000	\$ 2,906,400	\$ 2,948,400

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
11	WALKUP COPY CENTER						
	Estimated Annual Quantity:	Staff Day	250	250	250	250	250
	Unit Price:		\$ 178.5056	\$ 187.4770	\$ 186.7567	\$ 188.4771	\$ 189.0467
	Total Price:		\$ 44,626	\$ 46,869	\$ 46,689	\$ 47,119	\$ 47,262
12	TECH CENTER FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Staff Hour	68,000	70,000	72,000	74,000	75,000
	Unit Price:		\$ 18.5322	\$ 20.3538	\$ 20.1870	\$ 20.1796	\$ 20.1534
	Total Price:		\$ 1,260,190	\$ 1,424,766	\$ 1,453,464	\$ 1,493,290	\$ 1,511,505
13	APPLICATION FILE RETRIEVAL						
	Estimated Annual Quantity:	Application	1.2 mil	1.3 mil	1.4 mil	1.5 mil	1.6 mil
	Unit Price:		\$ 0.4646	\$ 0.4509	\$ 0.4497	\$ 0.4521	\$ 0.4529
	Total Price:		\$ 557,520	\$ 586,170	\$ 629,580	\$ 678,150	\$ 724,640
14	FILE RELOCATION						
	Estimated Annual Quantity:	Application	50,000	50,000	50,000	50,000	50,000
	Unit Price:		\$ 1.6879	\$ 1.7291	\$ 1.7290	\$ 1.7289	\$ 1.7286
	Total Price:		\$ 84,395	\$ 86,455	\$ 86,450	\$ 86,445	\$ 86,430
15	DOCUMENT RECEIPT AND MAILING						
	Estimated Annual Quantity:	Staff Day	15,500	15,700	16,000	16,500	16,700
	Unit Price:		\$ 149.3918	\$ 156.9714	\$ 156.2336	\$ 156.9264	\$ 157.5832
	Total Price:		\$ 2,315,573	\$ 2,464,451	\$ 2,499,738	\$ 2,589,286	\$ 2,631,639

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
16	RECEPTIONIST SUPPORT						
	Estimated Annual Quantity:	Hour	1,216	2,088	2,088	2,088	2,096
	Labor Category:						
	DTSV						
	Receptionist		\$		\$	\$	\$
	Receptionist (Typing)		\$		\$	\$	\$
	Secretary I		\$		\$	\$	\$
	Secretary II		\$		\$	\$	\$
	Secretary III		\$		\$	\$	\$
	Typist I		\$		\$	\$	\$
	Typist II		\$		\$	\$	\$
	Data Entry Clerk		\$		\$	\$	\$
	General Clerk II		\$		\$	\$	\$
	General Clerk III		\$		\$	\$	\$
17	PETITIONS SUPPORT						
	Estimated Annual Quantity:	Hour	6,150	10,600	# 10,600	10,600	10,600
	Unit Price (Jan-May; days):		\$ 159.9411				
	Unit Price (June-Jan 2):		\$ 19.4714	\$ 20.6029	\$ 20.5339	\$ 20.5853	\$ 20.5939
	Total Price:		\$ 169,330	\$ 218,391	\$ 217,659	\$ 218,204	\$ 218,295
18	PCT MAILING						
	Estimated Annual Quantity:	Document	130,000	140,000	150,000	160,000	170,000
	Unit Price:		\$ 2.5477	\$ 2.6218	\$ 2.6279	\$ 2.6329	\$ 2.6466
	Total Price:		\$ 331,201	\$ 367,052	\$ 394,185	\$ 421,264	\$ 449,922
19	PCT COPY PRODUCTION						
	Estimated Annual Quantity:	Image	6.5 mil	7.1 mil	7.8 mil	8.5 mil	9.0 mil
	Unit Price:		\$ 0.0464	\$ 0.0483	\$ 0.0486	\$ 0.0495	\$ 0.0503
	Total Price:		\$ 301,600	\$ 342,930	\$ 379,080	\$ 420,750	\$ 452,700

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
20	PCT COPY ASSEMBLY						
	Estimated Annual Quantity:	Document	29,750	57,000	63,000	68,000	73,000
	Unit Price (Jan-May):	\$	0.4816				
	Unit Price (June-Jan 2):	\$	2.5558	\$ 2.6760	\$ 2.6985	\$ 2.7120	\$ 2.6880
	Total Price:	\$	130,327	\$ 152,532	\$ 170,006	\$ 184,416	\$ 196,224
21	PCT FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	20,000	20,500	21,000	21,500	22,000
	Unit Price:	\$	19.2900	\$ 22.1219	\$ 22.8708	\$ 23.0702	\$ 23.1662
	Total Price:	\$	385,800	\$ 453,499	\$ 480,287	\$ 496,009	\$ 509,656
22	PCT MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	435,000	478,000	525,000	580,000	625,000
	Unit Price:	\$	0.4324	\$ 0.4445	\$ 0.4419	\$ 0.4468	\$ 0.4474
	Total Price:	\$	188,094	\$ 212,471	\$ 231,998	\$ 259,144	\$ 279,625
23	PCT FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	55,000	60,000	66,000	72,000	80,000
	Unit Price:	\$	3.0149	\$ 4.2607	\$ 4.1046	\$ 3.9782	\$ 3.8380
	Total Price:	\$	165,820	\$ 255,642	\$ 270,904	\$ 286,430	\$ 307,040
24	BIB DATA ENTRY						
	Estimated Annual Quantity:	Hour	12,250	13,500	14,800	16,300	18,000
	Unit Price:	\$	20.8096	\$ 21.6088	\$ 21.4830	\$ 21.5699	\$ 21.6792
	Total Price:	\$	254,918	\$ 291,719	\$ 317,948	\$ 351,589	\$ 390,226

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
25	OIPE FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	15,000	16,500	18,000	19,800	21,800
	Unit Price:		\$ 19.1918	\$ 19.7820	\$ 19.6234	\$ 19.7022	\$ 19.8003
	Total Price:		\$ 287,877	\$ 326,403	\$ 353,221	\$ 390,104	\$ 431,647
26	US MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	1.9 mil	2.1 mil	2.3 mil	2.5 mil	2.8 mil
	Unit Price:		\$ 0.8719	\$ 1.0206	\$ 1.0143	\$ 1.0287	\$ 1.0151
	Total Price:		\$ 1,656,610	\$ 2,143,260	\$ 2,332,890	\$ 2,571,750	\$ 2,842,280
27	US FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	350,000	385,000	424,000	466,000	512,000
	Unit Price:		\$ 2.6779	\$ 5.5928	\$ 5.5820	\$ 5.6010	\$ 5.6703
	Total Price:		\$ 937,265	\$ 2,153,151	\$ 2,366,768	\$ 2,610,066	\$ 2,903,194
28	RAM DATA ENTRY						
	Estimated Annual Quantity:	Application	550,000	1.0 mil	1.2 mil	1.35 mil	1.5 mil
	Unit Price:		\$ 1.3138	\$ 1.3773	\$ 1.3732	\$ 1.3778	\$ 1.3871
	Total Price:		\$ 722,590	\$ 1,377,300	\$ 1,647,840	\$ 1,860,030	\$ 2,080,650
29	FILE INFORMATION UNIT SUPPORT						
	Estimated Annual Quantity:	Staff Day	500	500	500	500	500
	Unit Price:		\$ 152.2590	\$ 160.3510	\$ 159.7227	\$ 160.8230	\$ 161.5862
	Total Price:		\$ 76,130	\$ 80,176	\$ 79,861	\$ 80,412	\$ 80,793

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
30	SCANNING						
	Estimated Annual Quantity:	Hour	75,250	86,500	99,500	114,500	131,600
	Unit Price:		21.2121	21.1889	20.1827	19.3687	18.7034
	Total Price:		\$ 1,596,211	\$ 1,832,840	\$ 2,008,179	\$ 2,217,716	\$ 2,461,367

31	OVERTIME	Hour
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Labor Category:

DTSV

Accounting Technician
Document Prep Clerk
Reproduction Clerk
Repro Clerk—Lead
Repro Clerk—Night
File Clerk I
File Clerk I—Night
File Clerk II
Senior File Clerk
Senior File Clerk—Lead
Sr File Clerk—Lead, Night
Senior Lead
QC Inspector
Assistant Supervisor
Asst Supvr—Night Shift
Administrative Assistant
Reports Clerk
Personnel Administrator
Processing Clerk I
Processing Clerk II
Sr Proc Clerk—Lead
Receptionist
Receptionist (Typing)
Secretary I
Secretary II
Secretary III
Typist I
Typist II
Data Entry Clerk
General Clerk II
General Clerk III

DOCUMENT REDACTED
5 USC § 552(b)(4)
USPTO FOIA 03-131

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
31	OVERTIME (cont'd)						
	JCWS						
	Inspector	\$		\$			
	Courier	\$		\$			
	Sr Processing Clerk	\$		\$			
	Processing Clerk II	\$		\$			
	Processing Clerk I	\$		\$			
	Support Clerk I	\$		\$			
	Support Clerk II	\$		\$			
	Sr. Support Clerk	\$		\$			
	Data Entry Clerk	\$		\$			
	Sr. Scanning Operator	\$		\$			
	Scanning Operator	\$		\$			
	Secretary II	\$		\$			
	Secretary I	\$		\$			
	Admin. Clerk	\$		\$			
	Documentation Clerk	\$		\$			
	Asst. Supervisor-OIPE	\$		\$			
	Asst Supervisor OIPE (N)			\$			
	Asst. Supervisor RAM			\$			
	Reproduction Clerk			\$			
	Processing Clerk II (N)			\$			
	Scanning Operator (N)			\$			
	Secretary III			\$			
	Sr Processing Clk (Lead)			\$			
	Sr Processing Clerk (N)			\$			
	Sr Scanning Operator (N)			\$			
	Support Clerk I (N)			\$			
	Sr. Warehouse Specialist			\$			
	Warehouse Specialist			\$			
	Asst Supvsr Form. Review			\$			
	Administrative Assistant			\$			
	Sr Processing Clk Lead (N)			\$			
	QA Inspector (N)			\$			
	Sr Support Clerk Lead			\$			
	Sr Support Clk Lead (N)			\$			

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)
USPTO FOIA 03-131

32	PROJECT MANAGEMENT						
	Estimated Annual Quantity:	Staff Month	7	12	12	12	12
	Unit Price (Jan-May):	\$	224,092.56				
	Unit Price (June-Jan 2):	\$	304,163.24	\$ 357,951.16	\$ 360,636.46	\$ 367,678.34	\$ 373,877.95
	Total Price:	\$	3,249,604	\$ 4,295,414	\$ 4,327,638	\$ 4,412,140	\$ 4,486,535

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
33	PUBLICATIONS FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	12,159	20,808	20,892	20,832	20,772
	Unit Price (June-Jan 2):		\$ 21.1014	\$ 21.3773	\$ 21.1233	\$ 21.3614	\$ 21.3247
	Total Price:		\$ 256,572	\$ 444,819	\$ 441,308	\$ 445,001	\$ 442,957
34	EXPANDED PAPER MATCHING						
	Estimated Annual Quantity:	Hour	119,000	212,000	227,000	242,000	259,000
	Unit Price (June-Jan 2):		\$ 18.7114	\$ 20.2553	\$ 20.1546	\$ 20.2222	\$ 20.2202
	Total Price:		\$ 2,226,657	\$ 4,294,124	\$ 4,575,094	\$ 4,893,772	\$ 5,237,032
35	FORMALITY REVIEW						
	Estimated Annual Quantity:	Hour	84,115	169,932	170,618	170,128	169,638
	Unit Price (June-Jan 2):		\$ 21.9242	\$ 22.2506	\$ 22.1636	\$ 22.2301	\$ 22.3709
	Total Price:		\$ 1,844,154	\$ 3,781,089	\$ 3,781,509	\$ 3,781,962	\$ 3,794,955
36	INITIAL EXAMINATION SUPPORT						
	Estimated Annual Quantity:	Hours	724	22,542	22,633	22,568	22,503
	Unit Price (July-Jan 2):		\$ 21.7708	\$ 22.0227	\$ 21.8439	\$ 21.8421	\$ 21.9758
	Total Price:		\$ 15,762	\$ 496,436	\$ 494,393	\$ 492,933	\$ 494,521

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
37	COURIER SUPPORT						
	Estimated Annual Quantity:	Month	4	12	12	12	12
	Unit Price (Sept - Jan 2):		\$ 9,017.19	\$ 9,219.12	\$ 9,238.99	\$ 9,287.91	\$ 9,278.03
	Total Price:		\$ 36,069	\$ 110,629	\$ 110,868	\$ 111,455	\$ 111,336
38	US NEW APPLICATION RAM						
	Estimated Annual Quantity:	Application		375,000	420,000	470,400	526,848
	Unit Price:			\$ 2.8552	\$ 2.8420	\$ 2.8312	\$ 2.8608
	Total Price:			\$ 1,070,700	\$ 1,193,640	\$ 1,331,796	\$ 1,507,207
39	PCT RAM						
	Estimated Annual Quantity:	Document		49,500	49,500	49,500	49,500
	Unit Price (Sept - Jan 2):			\$ 2.9596	\$ 2.9465	\$ 2.9368	\$ 2.9463
	Total Price:			\$ 146,500	\$ 145,852	\$ 145,372	\$ 145,842

the documents are part of the correct application. As appropriate, copies will be forwarded for file assembly or mailing.

The contractor is expected to meet all turnaround times and to perform copying work at 100% quality and accuracy levels. The Government will randomly inspect the quality and timeliness of contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of PCT copy production work as required by the Government.

3.20 PCT COPY ASSEMBLY

At least once in the morning and once in the afternoon of each workday, the contractor will retrieve from the PCT Copy Center and/or from the POWER printer area multiple copies of applications, forms packages, and other materials; retrieval of POWER printer copies may require keying of application numbers to activate the printer. After returning to the designated work location, the contractor will quality check and sort all copies and assemble complete sets of applications and forms for Home, Search, Record, and other required copies. The contractor will stamp application copies, insert them into application file jackets as appropriate, perform the appropriate PALM transactions, and mail selected search copies to designated Art Units. Assembled materials will be delivered to designated location(s). Copy assembly must be completed within 8 hours of pickup.

The contractor is expected to meet all turnaround times and to perform copy assembly work at 100% quality and accuracy levels. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of PCT copy assembly work as required by the Government.

3.21 PCT FILE ROOM MAINTENANCE

The PCT file room contains national and international patent applications and related files and is located in PTO's warehouse space in Newington, Virginia. The contractor shall staff the file room for a minimum of 8 hours per day. Occasional Saturday work may be required as requested by the COTR. All contractor personnel working in the PCT file room must sign in and out on the Government-provided log sheets. All application files coming into or going out of the file room must have their PALM location information promptly updated. If PALM is nonoperational, incoming files should not be refiled until the PALM information can be updated; a sheet should be attached to each outgoing file indicating that PALM was down and the file was not charged to the requester.

Requests for files will be given to the contractor via e-mail or fax machine. The contractor will promptly process any request for five or fewer files which is received by 8:30 a.m. and will deliver those files on the same day's morning run; requests for five or fewer files which are received by 12:30 a.m. will be delivered on the same day's afternoon run. Files requested by PCT personnel will be delivered to the designated locations in PCT. Files requested by individuals in other locations will be delivered to the requested location; i.e., either the PCT Customer Service area for pickup or placed for delivery by the errand runners. If a file cannot be located in the file room, the contractor will notify the requester by e-mail.

Article 20 application documents are received weekly from the foreign offices. Within 1 week of receipt, the contractor will insert each document into the appropriate Article 20 folder, creating new Article 20 folders and data base entries as needed. If a green charge card is on a shelf in place of a needed Article 20 folder, the contractor will use both the US application number shown on the charge card and the appropriate PALM code to determine the file's location. If the location is the file room, the contractor shall locate the file and insert the documents; if the location is elsewhere, the contractor will return the documents to the Government Representative.

The Government will forward to the file room US application files with which Article 20 papers need to be matched. The contractor shall complete processing of these requests within 8 hours of their receipt. If the Article 20 folder is located, the contractor will remove the folder from the shelf, insert a green charge card (taken from the application folder if present or from the contractor's supply, if not) in its place, and loosely insert the Article 20 papers into the application file. After entering the required code into PALM for each matched file, the contractor will refile the application in the file room or place it for the next mail delivery pickup, whichever is requested by the Government. If the Article 20 folder cannot be located, the contractor shall insert the green charge card into the appropriate location on the shelf, insert an Article 20 Folder Unavailable Form into the application file, and return the file to the Government.

Files returned to the file room should be refiled in the appropriate location within 4 hours of their return to the file room. Within 4 hours of their receipt, documents (other than Article 20 papers) to be associated with files will be matched with the appropriate file(s) and refiled or placed for the next special mailroom pickup.

The contractor will insure that all application files are accurately filed and will perform housekeeping functions as necessary to insure an orderly file room. Shifting of files will be done promptly when needed and the Government should be notified if insufficient storage space or racks are available. As required by the Government, the contractor will review and purge Article 20 and application files. Specific instructions and a desired completion time will be provided to the contractor at the start of each project. As requested by the Government, the contractor will conduct a full inventory of the PCT file room and/or work spaces by entering the information for each application file into the PALM system.

The contractor is expected to meet all turnaround times and to perform PCT file room maintenance at 100% quality and accuracy levels. The Government will randomly inspect the quality and timeliness of contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will

number on the bar code affixed to the file jacket(s) and that the stamped number is clearly legible. If a DNA sequence disk was submitted with the application, the contractor shall label the disk with the application number, and place it in a designated location. If a PCT Easy disk was submitted with the application, the contractor shall load the disk into a PC and, using the Easy software, add the appropriate application serial number and mail receipt date to the information contained on the disk.

The contractor will assemble international application documents in the order specified in section J, attachment 9, national stage application documents in the order specified in section J, attachment 11, and separator sheets in the appropriate locations. After completing an Inventory of Unconvertible Items for each international application, the contractor will loosely insert all of the application pages into an Original Copy (OC) folder. If the US is the designated searching authority, the contractor should associate the OC folder with the appropriate Search Copy folder, then forward the complete application to the designated location(s). Each new national stage application will be inserted into an application folder to which a serial number label has been affixed, the serial number will be activated through the use of the appropriate PALM code, and the application promptly forwarded for further processing. In addition to newly received applications, the contractor will prepare followon papers for scanning by inserting separator sheets and performing other appropriate processing steps.

All files must be assembled within 8 hours of retrieval of the application documents. The contractor is expected to perform the work with 100% accuracy. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 4 hours of receiving notification that such exist.

The contractor will provide daily, weekly, and/or monthly reports of PCT file assembly work as required by the Government.

3.24 BIB DATA ENTRY

Using PCs, the contractor will key prescribed bibliographic data from electronic or paper copies of application documents received in PCT. The contractor will perform any required PALM transactions and will ensure the appropriate data entry screens are used as specified in section J, attachment 10. The contractor **must** ensure that the application serial number entered in the PC agrees with the serial number contained on the file jacket, and on each application document. If a PCT Easy disk is contained in an international application, the contractor will transfer data from that disk to the data entry system as appropriate.

All bib data entry for an application must be completed within 16 hours of the contractor's receipt of the application. The contractor is expected to perform the work with 100% accuracy. The Government will randomly inspect the quality and timeliness of contractor's work. The contractor shall correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of bib data capture work as required by the Government.

The Government will deliver to the file room those applications ready for release to the Tech Centers. The contractor will promptly perform the appropriate PALM transaction(s) to dispatch the applications to the appropriate Tech Center. As required, the contractor will print the appropriate bib data label(s) and affix each to the correct application file. Classification data sheets will be printed and inserted into application files as needed. All applications delivered to the file room by 4 p.m. on any workday **must** be dispatched by the contractor by 6 p.m. that same day.

The contractor will ensure that all application files are accurately filed and will perform housekeeping functions as necessary to ensure an orderly file room. Shifting of files will be done promptly when needed and the Government should be notified if insufficient storage space or racks are available. As requested by the Government, the contractor will conduct a full inventory of the file room's contents by entering the information for each application file into the PALM system.

The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist.

Contractor personnel are required to sign in and out when working in OIPE file storage area(s). The contractor will provide daily, weekly, and/or monthly reports of OIPE file room maintenance work as required by the Government.

3.26 US MAIL--OPEN/SORT

Several times each workday, mail is delivered to the OIPE initial processing area by the PTO mailroom. This mail is divided into new applications and "flat work" (i.e., application-related and other miscellaneous documents). The contractor is required to complete sorting and routing of all non-fee mail within 2 workdays. All mail containing fees must be processed in a manner to support collection of all fees within 24 hours of their receipt in PTO.

The contractor is responsible for opening all flat work envelopes, removing the contents, and accurately recording in the upper left corner of the first page of each document the mail receipt date shown on the envelope. If multiple documents are bound together, the contractor must be sure to keep the documents together but must record the mail receipt date on the first page of each unique document. After determining the appropriate routing for each document, the contractor will indicate its destination by writing it in the upper right corner of the document or by highlighting the Group/AU information contained in the document or its cover letter. Marked mail will then be sorted by destination and placed in the designated locations.

For each newly received application, the contractor must determine the correct mail date (generally the date received in the PTO mailroom or, in the case of express mail, the date deposited with the US Post Office) and affix a Monarch date label to the upper left corner of the first page of the first document in the application. After determining the type of application (e.g., utility, plant, design), the contractor will note this information in the upper right corner of the first application document. Before forwarding the application for fee collection, the contractor will assign an application serial number, affixing the PALM barcode label to the appropriate file wrapper. After insuring the application documents are securely bundled together, the contractor shall place them in mail tubs for delivery to the appropriate location.

The contractor is required to staff the Customer Services Window from 8:30 a.m. until midnight each workday unless otherwise directed by the Government. Mail received at the window will be immediately forwarded to the open/sort staff for processing. If a customer presents a receipt and requests that it be date stamped, the contractor must review the materials to insure they **match exactly** what is listed on the receipt. Any discrepancies must be noted on the receipt and the transmittal letter prior to stamping the current day's date on the receipt.

The contractor will monitor the Electronic Filing System (EFS) printers, checking each printer's output queue at least once every 2 hours to determine the presence of new applications. The contractor will promptly print all new applications present in a printer's queue and will compare each printed application against the electronic version. After the contractor has insured a printed application is a complete and accurate representation of the electronic version, the application will be placed in the normal open/sort processing stream. The contractor will archive, in accordance with system instructions, those electronic files which have been printed.

The contractor is expected to perform US mail open/sort work at 100% levels of quality, accuracy, and timeliness. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of US mail open/sort work as required by the Government.

3.27 US FILE ASSEMBLY

As much as possible, the contractor should process new applications in mail receipt date order. Throughout the workday, the contractor will retrieve new applications from the designated location and prepare the appropriate new file jacket for each application. Each new application received in the PTO **must** have preparation of its new file jacket **completed within 5 workdays of the date the mail is received in the PTO**. Serial number and Monarch date and date/serial number labels will be produced by the contractor using Government-provided equipment. The contractor will affix labels, separate documents, insert separator sheets, and perform such other processing as is necessary to prepare the appropriate application file in accordance with the specifications identified in section J, attachment 11. The contractor will review submitted drawings and other application documents to insure their compliance with PGPub requirements. Deficiencies will be noted on deficiency sheets and inserted in the file.

After removing assignment forms and related fees and forwarding them to the Assignment Branch, the application documents should be properly assembled and inserted under the flap in the middle of the application file jacket. If an application is too large to fit into a file jacket, at a minimum the specification and the claim should be inserted into the application file and the file jacket and remaining application documents secured together using rubber bands or some other appropriate means. Any associated boxes or other containers holding application documents must have appropriate Monarch labels affixed to each.

The contractor is responsible for removing computer disks from sequence applications, delivering the disks to the Scientific and Technical Information Center (STIC) at least once daily, retrieving completed reports from STIC, and associating completed reports with application files.

After completing all file preparation tasks, the contractor must use a PALM terminal to activate each application's serial number and to charge the file to the next processing step. Files that have been properly activated and charged out are then placed in the designated location for pickup.

The contractor is required to perform all file assembly work with 100% quality, accuracy, and timeliness. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of US file assembly work as required by the Government.

3.28 RAM DATA ENTRY

As required by the Government, the contractor will utilize personal computers to post to the Revenue Accounting and Management (RAM) financial system various fees received in the PTO and not associated with the initial receipt and processing of a US patent application. Fees are received either by check, charge, or authorization to deduct fees from specified deposit accounts. The contractor will enter the fee code, fee amount, application serial number, and/or other data as required. As appropriate, the contractor will back out previously paid fees and/or will process refunds to applicants or their attorneys. The contractor **must** ensure that the serial number contained on documents, on checks (if present), and entered into the RAM system are identical. The contractor also must ensure that all fee transaction information is properly annotated on documents by using the endorser and that PALM information is updated as appropriate.

At the end of each workday, the contractor is required to generate a printout of that day's work, which will then be used to reconcile that day's transactions. After correcting any errors and completing the reconciliation, the contractor will deliver all documents and financial instruments to the designated location(s).

The contractor **must process all fees within 24 clock hours** (excluding Saturdays, Sundays, and holidays) **of their receipt at the PTO**. At the end of a fiscal year, the contractor is required to take whatever steps are necessary to insure all fees are processed prior to year-end closing of the financial records. All work must be processed with 100% quality and accuracy. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of RAM support work as required by the Government.

3.29 FILE INFORMATION UNIT SUPPORT

As required by the Government, the contractor will provide staff to the File Information Unit on a continuing basis to perform support functions such as opening and sorting mail, researching file locations, ordering files, updating PALM information,

For each newly received application, the contractor must complete all formality review and associated processing (including generating and mailing appropriate correspondence) no later than 28 calendar days from the official mail receipt date (i.e., filing date) for that application. The contractor's processing time must support the PTO's goal for overall pre-exam processing; i.e., issuance of a filing receipt or other correspondence within 25-28 calendar days of the mail receipt date. Processing of all responses must be completed within 21 calendar days of the official mail receipt date of the response. The Government will not be held responsible for delays caused by PALM problems nor will PALM problems be considered an acceptable reason for contractor's failure to meet turnaround time requirements.

All work **must be performed at 100% accuracy level.** The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 work hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of formality review processing as required by the Government.

C.3.35 INITIAL EXAMINATION SUPPORT

The contractor will perform various support functions as necessary to insure the timely and efficient operation of OIPE and completion of initial examination. Representative functions include processing of refunds not formality-review related (e.g., change in entity status) and processing of miscellaneous application papers such as change of address or revocation of power of attorney. All refund processing must be completed within 21 calendar days of receipt of the request for refund. Processing of miscellaneous application papers must be completed within 16 work hours of receipt of the paper and the associated application file. Turnaround time requirements for other functions will be identified as appropriate. The contractor also will be responsible for the management and movement of all files throughout OIPE, including locating files having papers to be inserted.

All work **must be performed at 100% accuracy level.** The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 work hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of initial examination support work as required by the Government.

C.3.36 COURIER SUPPORT

To support file retrieval and delivery, the contractor must provide courier service between the PCT File Room in Springfield and the PTO buildings in Crystal City. Pickups and deliveries must occur at each location a minimum of once each morning and once each afternoon. Additional times and/or PTO locations may be requested by the COTR.

C.3.37 US APPLICATION RAM

As part of the initial processing of newly received US applications, the contractor will determine the number of claims contained in each application and shall calculate application fees accordingly. The contractor will utilize personal computers to post application fees to the Revenue Accounting and Management (RAM) financial system. Fees are received either by check, charge, or authorization to deduct fees from specified deposit accounts. The contractor will enter the fee code, fee amount, application serial number, and/or other data as required. As appropriate, the contractor will back out previously paid fees and/or will process refunds to applicants or their attorneys. The contractor **must** ensure that the serial number contained on an application and entered into the RAM system are identical.

At the end of each workday, the contractor is required to generate from RAM a printout of that day's work, which will then be used to reconcile that day's transactions. After correcting any errors and completing the reconciliation, the contractor will deliver all documents and financial instruments to the designated location(s).

The contractor **must process all fees within 24 clock hours** (excluding Saturdays, Sundays, and holidays) **of their receipt at the PTO**. At the end of a fiscal year, the contractor is required to take whatever steps are necessary to insure all fees are processed prior to year-end closing of the financial records. All work must be processed with 100% quality and accuracy. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of RAM support work as required by the Government.

C.3.39 PCT RAM

As required by the Government, the contractor will utilize personal computers to post to the Revenue Accounting and Management (RAM) financial system various fees received in the Patent Cooperation Treaty Office. Fees are received either by check, charge, or authorization to deduct fees from specified deposit accounts. The contractor will enter the fee code, fee amount, application serial number, and/or other data as required. As appropriate, the contractor will back out previously paid fees and/or will process refunds to applicants or their attorneys. The contractor **must** ensure that the serial number contained on an application and/or application document and entered into the RAM system are identical. The contractor also must ensure that all fee transaction information is properly annotated on documents and PALM information is updated as appropriate.

At the end of each workday, the contractor is required to generate from RAM a printout of that day's work, which will then be used to reconcile that day's transactions. After correcting any errors and completing the reconciliation, the contractor will deliver all documents and financial instruments to the designated location(s).

The contractor **must process all fees within 24 clock hours** (excluding Saturdays, Sundays, and holidays) **of their receipt at the PTO**. At the end of a fiscal year, the contractor is required to take whatever steps are necessary to insure all fees are processed prior to year-end closing of the financial records. All work must be processed with 100% quality and accuracy. The

Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of RAM support work as required by the Government.

US FILE ASSEMBLY

The contractor is responsible for assembling all application folders **except** for reexams. All reexam applications should be returned to the Government for processing. Application serial number labels are provided by the Government and should be used in sequential order. It is the contractor's responsibility to insure the appropriate serial number is used for each application type:

- Design application - serial number begins with 29,
- Utility application - serial number begins with 09,
- Provisionals - serial number begins with 60,
- Reissues - use same label type as parent application ,
- Plants - use same labels as for utility applications.

To "set up" an application folder (file wrapper, file jacket, case file):

- Retrieve a new application package and an empty application folder:

Designs - lavender folder,
Utilities - yellow folder,
Provisionals - blue and white folder,
Plants - same folder as utility applications,
Reissues - white with an orange stripe.

A Continued Prosecution Application (CPA) is not assigned a new serial number nor should it be placed in a new file jacket. If a CPA has been sent to file assembly from open/sort, the CPA should promptly be forwarded to RAM in accordance with established instructions.

- On the "Contents" side of the folder, place a serial number bar code label over the top edge of the word "Contents."
- For any Design application filed on or after January 1, 1998, the sticky label (form PTO-436A) is to be affixed to the face of the file unless the folder has a preprinted label..

Caution: If the contractor places application papers in the wrong type of folder and assigns the wrong type of serial number and these papers subsequently are erroneously endorsed during the scanning process, the contractor will be required to correct the error by placing the application in the correct file jacket and taping over each of the erroneous endorsements. The Government will provide the Mono Correction Tape to be used for this function. The contractor also will be required to correct any erroneous PALM entries.

Process the application papers as follows.

1. Review Specification and Drawings of **Plant and Utility applications only** for compliance with publication (Corrected Papers) requirements as defined in OIPE Drawing Review Manual and OIPE Specification Review Manual.
2. Complete **Deficiency Sheet** for any specification and drawing problems found.
3. Identify and separate documents to be scanned and not to be scanned (see appendix A for detailed instructions).
 - Scanned documents will have the application serial number printed on each page during the scanning process.
 - Documents that do not get scanned will have a Monarch label affixed.
4. Remove all staples and clips from material to be scanned. **Be careful to keep pages of each individual document together.**
5. Clip together documents to be scanned and set aside.
6. Staple sets of extra drawings together.
7. Review the application package and determine the number of Monarch labels needed:
 - a. Look for an EFS Cover Sheet (indicating that the application was received electronically via the Electronic Filing System). **EFS applications receive only 3 labels:**
 - two labels for the file jacket,
 - one label for the transmittal form

Note: There are no Do Not Scan items in an EFS application..
 - b. For all other applications:
 - two labels for the file jacket,
 - one label for the assignment cover letter (if present)

Note: Never affix a Monarch label to the assignment form itself.

 - one label for each postcard (if present)
 - one label for each of the Do Not Scan documents in accordance with the following list.

To generate the Monarch (date/serial number) labels needed:

- If EFS application, **scan (do not key)** barcode on the EFS Cover Sheet, key in the desired number of labels, then press Enter.
- If not an EFS application, **scan (do not key)** the date from Monarch label applied during open/sort, **scan (do not key)** serial number barcode label, key in desired number of labels, then press Enter.

Affix a Monarch label in each of the following locations:

On all applications:

- over the word "Initials" on the "Contents" side of the folder and
- in the upper left corner of the front of the folder.

On an EFS application:

- in addition to the two labels on the folder, affix a label to the transmittal form.

On a non-EFS application:

- in addition to the two labels on the folder, affix a label
 - to each Do Not Scan document in accordance with the following chart and
 - to the applicant-provided receipt postcard (if present).

CAUTION: The contractor must insure that the serial number shown on all Monarch labels is the same and that it matches the serial number shown on the application serial number label. Erroneous use of Monarch labels from another application creates major processing problems.

Attach Monarch Labels as follows:

Compact disks	Side of each CD and on its envelope
Extra Transmittal Letter copies	1st Page/each copy
Prior art	1st Page
Bound copy of non-English specification when an English translation is present	1st Page
Information Disclosure Statement *	1st Page
Other Reference Material	1st Page
Applicant Postcard	back of each
Assignment recordation documents	Cover sheet only
Biotech diskette	On each disk's envelope
Stapled Sets of Extra Drawings	1st page each set
Microfilm	Film jacket
Photographs	Each
Petitions	1st page

*Be sure to securely clip together all pages of an Information Disclosure Statement

After all Monarch labels have been affixed, the contractor must verify the application papers actually received against the application contents listed on the applicant-provided postcard. **Any discrepancies or missing documents must be noted on the post card and the transmittal letter.** After verifying that the postcard has a mailing address for either the applicant's attorney or the applicant and that postage is present, the postcard is placed in a pile for outgoing mail. If a postcard does not contain a return address, the contractor should check the Transmittal Letter or Declaration and use that information to properly address the postcard. If a postcard is addressed to the PTO, the contractor should affix a white label over the PTO mailing address and properly address the postcard for return to the applicant's attorney or the applicant. **Under no circumstances should a postcard with no address or addressed to the**

PTO be placed in outgoing mail. If no postcard was provided by the applicant, verify the application's contents against the transmittal letter and note any missing items on that letter.

Assemble the application documents as follows:

1. Determine whether an assignment form and cover letter have been submitted.
 - If payment for the assignment fee was submitted by separate check or deposit account authorization, staple the check, letter, and form together (check on top) using only one staple and put in a pile for forwarding to Assignment Branch. Be sure to affix the monarch label to the cover letter before separating the assignment package from the rest of the application package.
 - Place it aside to be forwarded to the Assignment Branch..
2. Band or clip Do Not Scan documents together and place a "Do Not Scan" sheet on top of the bundle.
3. Assemble the documents inside the file jacket in the following order:
 - Do Not Scan documents on bottom
 - Scan documents on top
4. Insert documents under flap in middle of application folder using rubber bands to secure the folder as needed.

If the application is too large to fit into the file jacket, place at least the specification and the claim in the application folder, place the folder on top of the remaining application documents, and place a sufficient number of rubber bands around the entire bundle to insure the parts do not become separated. Affix one or more Monarch labels to the box or other container in which the remainder of the application is housed.

If the application is for a Sequence:

- Affix a Monarch label to the diskette sleeve or to each CD submitted on the side with the label.
- Set the disk aside for delivery to STIC.
- Process the remainder of the application in accordance with the above instructions.
- Attach a "SEQ" tag to the application.
- Write "Disk to STIC" on the SEQ tag.

The contractor must deliver sequence disks to STIC at least once each day and will, while at the STIC facility, retrieve any completed sequence reports for delivery to OIPE. When the report is delivered from STIC, the contractor will match the report with the appropriate file on the sequence application hold shelf.

To release a file (no matter what type) to the next processing step (i.e., Scanning), use a PC to enter the following data (see appendix B for data input screen);

- Mail room Date
- Effective Receipt Date
- Application Number
- Express Mail Tracking Number
- Post Card Received?
- No Postage (if applicable)
- No Address (if applicable)
- Post Card and Application Mismatch (if applicable)
- Description (if applicable)
- Biochemical Diskette or CDROM Received? (if applicable).

NOTE: Reissue applications must have a "REISS" tag attached to each and are placed on a designated shelf pending further processing.

APPENDIX A

Assembly of New Applications For Scanning:

1. Determine the proper PACR Level-1 bar code Separator Sheet to place on top of the application:
 - The **371 New Application** Separator Sheet is used for perfected International applications.
 - The **No OCR Application As Filed Separator Sheet** is to be used **EITHER**:
 - When no English translation of a non-English language specification is present, **OR**.
 - When specification, claims or abstract are all or mostly handwritten.
(This does not include handlettering or handwritten notes or corrections made to a document with printed text.)
 - The **As Filed New Application Separator Sheet** is to be used for all other new Utility, Plant, Provisional or Design applications.
2. Determine which documents are scanned and which are not scanned according to attached **Appendices A1 or A2**.
3. Insert the proper Level 2 separator sheets as appropriate between each part of the application to be scanned.

See **Appendix B** for a description of PACR 3.0 and barcode separator sheets.

See **Appendix F** for sample Scanning Deficiency Sheet.

Special Notes:

- Only one copy of the **Transmittal letter** is prepared for scanning. Identical copies should be placed under the Do Not Scan Sheet. If there is more than one type of application transmittal, they should all be scanned.
- Only one copy of the **drawings** is prepared for scanning.
- Application parts, such as the Oath/Declaration, small entity statement, or Power of Attorney, that are part of another document, such as the Transmittal, they should remain with the Transmittal or other document.
- If **both an English translation and non-English specification are present** in a new application as filed, place the English version behind the Specification Separator Sheet and the non-English version behind the Miscellaneous Separator Sheet, if it is not bound (glued/ribbons/rivets, etc).
- If the **non-English specification** is bound (glued/ribbons/rivets, etc), and there is an English translation, it is not necessary to take the bound copy apart to scan. Place it under the Do Not Scan Sheet.

- If **NO English Language specification is present**, select the “No OCR Application As Filed Separator Sheet” as the top separator, place the non-English specification behind the Specification Separator Sheet regardless of whether it is bound (glued/ribbons/rivets, etc). In this case, it is first necessary to take the bound copy apart to scan.
- If either the **Claims or Abstract** does not begin on a separate page, insert the proper separator before the page where the Claims or Abstract begins.
- Do Not Insert a **Level-2 Separator Sheet** for any documents not included in the application, for example, if there is no Preliminary Amendment, do not insert Separator Sheet #3 Preliminary Amendment, etc.
- A **Continuation Application** filed with a **Copy of an Assignment submitted under Rule 37 CFR 3.73** establishes an Assignee’s right to take action in an application.
 - DO NOT CONFUSE this with a new Assignment.
 - DO NOT REMOVE it from the application & send it to Assignment Division.
 - ALWAYS set it up for Scanning as you would a Power of Attorney.
- In a **Design or Provisional** application, no deficiency sheet is prepared; set up all documents including glossy, color etc.
- In a **Provisional** application when there are multiple (confusing) documents with different titles and abstracts, place all of them behind the Specification Separator in the order submitted by the applicant. In these instances, do not be concerned about the abstract, claims or drawing separator sheets.
- In an **EFS** application there is no DO NOT SCAN material. Scan everything.
- The way the application is printed in **EFS** is the way that it should appear in the file jacket. If pages are numbered and blank, do not remove those pages. Leave the papers in the application in the order in which they are printed, and insert the Separator Sheets.
- In an **EFS** application, the assignment should be removed and shredded after printing, before Scanning.
- **Appendices** to documents other than the Specification should be scanned with the document they append, for example an Appendix to the Declaration should be scanned behind the Declaration.
- If there is a **Change of Address** present, place it behind any transmittals under the Transmittal separator Sheet, so that the new address will be captured during Formalities Review.

As Filed New Applications – Is Scanned and Not Scanned – Order of Sep. or Documents
Utility, Plant, Provisional and Design Applications

As Filed New Application Separator Sheet (NO OCR Application)

Transmittal Separator Sheet *(place items in order as submitted)*

Original Transmittal letter (including Express Mail Certificate or Certificate of Mailing)

Fee Transmittal Sheet

Provisional Cover Sheet

Change of Address

Application Data Sheet Separator Sheet

Application Data Sheet

Patent Application Data Entry Format Sheet

Preliminary Amendment Separator Sheet

Preliminary Amendments

Specification Separator Sheet

Specification in English language or

Handwritten Specification

Claims Separator Sheet

Claims

Abstract Separator Sheet

Abstract

Drawings Separator Sheet

Drawings

Photographs submitted as Drawings (e.g. plant)

Oversized Drawings

Oath/Declaration, Small Entity, Power of Attorney Separator Sheet

Oath/Declaration

Small Entity Statement

Power of Attorney

Copy of Assignment Filed Under Rule 3.73

Biotech Sequence Listings Separator Sheet

Biotech sequence listings

Miscellaneous Material Separator Sheet

Non-English Specification (if copy is unbound (glued/ribbon/rivet) and if English translation is present under Specification Separator)

Computer listings

Statement of Deposit of invention material w/ a laboratory for American Type Culture collection (Sequence)

Appendices to the Specification

Deficiency Sheet

Best Available Copy Sheet

As Filed New Applications - What Is Scanned and Not Scanned – Order of Documents

Utility, Plant, Provisional and Design Applications

Do Not Scan Separator Sheet

Extra Copies of the Transmittal Letter

Yellow Fee Sheet

Non-English Specification (if copy is bound (glued/ribbon/rivet) and if English translation is also present under Specification Separator)

STIC Sequence printout

CRF Diskette Problem Report (STIC)

CRF Errors Corrected by the STIC Systems Branch

Raw Sequence Listing Error Report (STIC)

Extensions of Time

Petitions

Express Mail Label (Post Office Form)

Prior art

Information Disclosure Statement

Other Reference material

Computer Diskette/CD

Stapled Sets of Extra Drawings

Microfilm

Photographs (not submitted as drawings, e.g. prior art)

Declaration to Support Filing and Submission under 37 CFR 1.821 - 1.825 (Sequence)

As Filed New EFS Applications - Everything Is Scanned - Order of Separator Documents

Utility Applications

The way the application is printed in EFS is the way that it should appear in the file jacket. If pages are numbered and blank, do not remove the pages. Leave the papers in the application in the order in which they are printed, and insert the Separator Sheets, as below:

Scan the bar code on the EFS Cover sheet for date. There will only be one date.

Only 3 Monarch labels are needed for EFS applications: 2 for the file jacket and 1 for the Transmittal Form.

As Filed New Application Separator Sheet

Transmittal Separator Sheet

EFS Cover Sheet

Transmittal Form

Oath/Declaration & Power of Attorney, Small Entity Statement

Fee Transmittal

Application Data Sheet Separator Sheet

Application Data Sheet

Specification Separator Sheet

Specification in English language

Claims Separator Sheet

Claims

Abstract Separator Sheet

Abstract

(Note: The last page of the Abstract is followed by a blank sheet stating "FIGURES" **do not** remove this page *whether or not* there are drawings.)

Drawings Separator Sheet

Drawings

Biotech Sequence Listings Separator Sheet

Biotech sequence listings

Miscellaneous Material Separator Sheet

"Anything not listed above"

A DO NOT SCAN SEPARATOR SHEET WILL NOT BE IN AN EFS APPLICATION

PACR 3.0 Bar-coded Separator Sheets

Release 3.0 of the PACR system utilizes new bar-coded separator sheets to prepare patent applications for scanning. Each barcode is eight (8) characters long and is characterized by one of the following two levels:

- Level-1
- Level-2

Level-1 separator sheets define the 'Submission Type' of the patent application such as As-Filed New Application (*see Table F-1*). The Level-2 separator sheets define the 'Application Part' of each document within an application such as Spec, Claims, Abstract, etc (*see Table F-2*).

During the document preparation phase, *one and only one* Level-1 separator sheet should be placed as the top page of the batch. It should then be followed by the various application parts and documents contained in that batch such that an appropriate Level-2 barcode sheet is placed before each application part.

Once a batch is scanned, initially all separator sheets in that batch are scanned along with actual pages of the patent application. However, later the scanned images of the barcode separator sheets are deleted once the batch processing completes successfully.

The barcode values are used by the scanning software to make decisions as to what kind of processing the batch needs. For example, if a batch is scanned with a Level-1 separator sheet of "371 Application As-Filed" (371APLAF), the batch must bypasses the "First-Level Security Screening" module. However if a batch is scanned with Level-1 separator sheet of "As-Filed New Application" (AFNEWAPP) the batch must be examined by the "First-Level Security Screening" module.

These barcode values are also crucial in determining which documents should be OCR'd. Parts of the application that follow a few particular Level-2 barcodes are OCR'd. This is indicated by 'Y' in the *table F-2* below.

Table F-1 Level-1 Barcode Separator Sheets

Separator Sheet Title	Level	Barcode Value
As-Filed New Application	Level-1	AFNEWAPP
371 Application. As-Filed	Level-1	371APLAF
No OCR Application As-Filed	Level-1	NOOCRAPL
As-Filed Follow-on Papers	Level-1	AFFOPAPR
As-Perfected Follow-on Papers	Level-1	APFOPAPR

Table F-2 Level-2 Barcode Separator Sheets

Separator Sheet Title	Level	Barcode Value	OCRed ?
Transmittal	Level-2	TRANSMIT	N
Application Data Sheet	Level-2	APPLDATA	Y
Preliminary amendment	Level-2	PRELIAMD	Y
Specification	Level-2	SPECIFIC	Y
Claims	Level-2	CLAIMSXX	Y
Abstract	Level-2	ABSTRACT	Y
Drawings	Level-2	DRAWINGS	N
Oath/Declaration, Small Entity, Power of Attorney	Level-2	OATHDECL	N
Sequence Listing	Level-2	SEQUENCE	N
Miscellaneous	Level-2	MISCELLA	N

United States Patent & Trademark Office

Office of Initial Patent Examination

Deficiency Sheet -- Application Papers not suitable for publication (Specification/Claims/Abstract and Drawings Only)

SN _____ Mail Date _____

- ☐ Non-English Specification
- ☐ Specification contains drawing(s) on page(s) _____ or table(s) _____
- ☐ Landscape orientation of text ☐ Specification ☐ Claims ☐ Abstract
- ☐ Handwritten ☐ Specification ☐ Claims ☐ Abstract
- ☐ More than one column ☐ Specification ☐ Claims ☐ Abstract
- ☐ Improper line spacing ☐ Specification ☐ Claims ☐ Abstract
- ☐ Claims not on separate page(s)
- ☐ Abstract not on separate page(s)
- ☐ Improper paper size -- Must be either A4 (21 cm x 29.7 cm) or 8-1/2"x 11"
- ☐ Specification page(s) _____ ☐ Abstract
- ☐ Drawing page(s) _____ ☐ Claim(s)
- ☐ Improper margins
- ☐ Specification page(s) _____ ☐ Abstract
- ☐ Drawing page(s) _____ ☐ Claim(s)
- ☐ Not reproducible Section
- Reason ☐ Specification page(s) _____
- ☐ Paper too thin ☐ Drawing page(s) _____
- ☐ Glossy pages ☐ Abstract
- ☐ Non-white background ☐ Claim(s)
- ☐ Drawing objection(s)
- ☐ Missing lead lines, drawing(s) _____
- ☐ Line quality is too light, drawing(s) _____
- ☐ More than 1 drawing and not numbered correctly
- ☐ Non-English text, drawing(s) _____
- ☐ Excessive text, drawing(s) _____
- ☐ Photographs capable of illustration, drawing(s) _____

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2103
Revision No.: 22
Date of Last Revision: 09/13/2000

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince
William, Stafford

**** Fringe Benefits Required Follow the Occupational Listing ****

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	10.16
Accounting Clerk II	11.88
Accounting Clerk III	14.04
Accounting Clerk IV	16.37
Court Reporter	13.68
Dispatcher, Motor Vehicle	14.33
Document Preparation Clerk	11.29
Duplicating Machine Operator	11.29
Film/Tape Librarian	13.64
General Clerk I	9.30
General Clerk II	10.92
General Clerk III	12.20
General Clerk IV	17.04
Housing Referral Assistant	17.20
Key Entry Operator I	10.40
Key Entry Operator II	11.62
Messenger (Courier)	9.30
Order Clerk I	11.65
Order Clerk II	12.88
Personnel Assistant (Employment) I	11.49
Personnel Assistant (Employment) II	12.54
Personnel Assistant (Employment) III	14.46
Personnel Assistant (Employment) IV	17.24
Production Control Clerk	16.30
Rental Clerk	14.02
Scheduler, Maintenance	14.02
Secretary I	14.02
Secretary II	15.35
Secretary III	17.21
Secretary IV	19.57

Secretary V	22.01
Service Order Dispatcher	12.50
Stenographer I	13.72
Stenographer II	15.39
Supply Technician	19.57
Survey Worker (Interviewer)	13.68
Switchboard Operator-Receptionist	10.64
Test Examiner	15.35
Test Proctor	15.35
Travel Clerk I	9.19
Travel Clerk II	9.87
Travel Clerk III	10.60
Word Processor I	10.85
Word Processor II	12.47
Word Processor III	15.47

Automatic Data Processing Occupations

Computer Data Librarian	10.56
Computer Operator I	10.59
Computer Operator II	12.48
Computer Operator III	15.13
Computer Operator IV	17.11
Computer Operator V	18.41
Computer Programmer I (1)	17.08
Computer Programmer II (1)	20.04
Computer Programmer III (1)	23.46
Computer Programmer IV (1)	27.21
Computer Systems Analyst I (1)	21.34
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.87

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	19.03
Automotive Glass Installer	17.03
Automotive Worker	17.03
Electrician, Automotive	18.05
Mobile Equipment Servicer	14.94
Motor Equipment Metal Mechanic	19.03
Motor Equipment Metal Worker	17.03
Motor Vehicle Mechanic	19.11
Motor Vehicle Mechanic Helper	13.85
Motor Vehicle Upholstery Worker	16.01
Motor Vehicle Wrecker	17.03
Painter, Automotive	18.05
Radiator Repair Specialist	17.03
Tire Repairer	14.43
Transmission Repair Specialist	19.03

Food Preparation and Service Occupations

Baker	11.87
Cook I	10.41
Cook II	11.87
Dishwasher	8.60
Food Service Worker	8.19
Meat Cutter	13.65
Waiter/Waitress	8.17

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	18.05
Furniture Handler	12.55
Furniture Refinisher	18.05
Furniture Refinisher Helper	13.85
Furniture Repairer, Minor	16.01
Upholsterer	18.05

General Services and Support Occupations

Cleaner, Vehicles	8.21
Elevator Operator	8.60
Gardener	11.94
House Keeping Aid I	7.67
House Keeping Aid II	8.50
Janitor	8.47
Laborer, Grounds Maintenance	9.37
Maid or Houseman	7.61
Pest Controller	11.17
Refuse Collector	8.60
Tractor Operator	11.07
Window Cleaner	9.23

Health Occupations

Dental Assistant	12.21
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.95
Licensed Practical Nurse I	14.11
Licensed Practical Nurse II	15.84
Licensed Practical Nurse III	17.73
Medical Assistant	10.92
Medical Laboratory Technician	10.92
Medical Record Clerk	10.92
Medical Record Technician	13.15
Nursing Assistant I	7.53
Nursing Assistant II	8.47
Nursing Assistant III	10.85
Nursing Assistant IV	12.18
Pharmacy Technician	11.84
Phlebotomist	10.19
Registered Nurse I	18.90

Registered Nurse II	21.19
Registered Nurse II, Specialist	21.19
Registered Nurse III	25.65
Registered Nurse III, Anesthetist	25.65
Registered Nurse IV	30.74

Information and Arts Occupations

Audiovisual Librarian	18.95
Exhibits Specialist I	15.64
Exhibits Specialist II	19.56
Exhibits Specialist III	24.08
Illustrator I	15.64
Illustrator II	19.56
Illustrator III	24.08
Librarian	21.32
Library Technician	13.99
Photographer I	13.93
Photographer II	15.64
Photographer III	19.56
Photographer IV	24.08
Photographer V	26.50

Laundry, Dry Cleaning, Pressing and Related Occupations

Assembler	6.93
Counter Attendant	6.93
Dry Cleaner	8.94
Finisher, Flatwork, Machine	6.93
Presser, Hand	6.93
Presser, Machine, Drycleaning	6.93
Presser, Machine, Shirts	6.93
Presser, Machine, Wearing Apparel, Laundry	6.93
Sewing Machine Operator	9.66
Tailor	10.35
Washer, Machine	7.60

Machine Tool Operation and Repair Occupations

Machine-Tool Operator (Toolroom)	18.05
Tool and Die Maker	21.95

Material Handling and Packing Occupations

Forklift Operator	12.68
Fuel Distribution System Operator	17.62
Material Coordinator	16.10
Material Expediter	16.10
Material Handling Laborer	10.36
Order Filler	13.21
Production Line Worker (Food Processing)	11.64
Shipping Packer	12.21
Shipping/Receiving Clerk	13.09

Stock Clerk (Shelf Stocker; Store Worker II)	12.09
Store Worker I	8.61
Tools and Parts Attendant	14.77
Warehouse Specialist	13.05

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	19.95
Aircraft Mechanic Helper	14.51
Aircraft Quality Control Inspector	21.01
Aircraft Servicer	16.78
Aircraft Worker	17.84
Appliance Mechanic	18.05
Bicycle Repairer	14.43
Cable Splicer	19.03
Carpenter, Maintenance	18.05
Carpet Layer	17.44
Electrician, Maintenance	19.20
Electronics Technician, Maintenance I	16.05
Electronics Technician, Maintenance II	20.49
Electronics Technician, Maintenance III	22.31
Fabric Worker	15.76
Fire Alarm System Mechanic	19.03
Fire Extinguisher Repairer	14.94
Fuel Distribution System Mechanic	19.03
General Maintenance Worker	16.46
Heating, Refrigeration and Air Conditioning Mechanic	19.03
Heavy Equipment Mechanic	19.03
Heavy Equipment Operator	19.31
Instrument Mechanic	19.03
Laborer	10.04
Locksmith	18.05
Machinery Maintenance Mechanic	20.51
Machinist, Maintenance	21.52
Maintenance Trades Helper	13.85
Millwright	19.03
Office Appliance Repairer	18.05
Painter, Aircraft	18.05
Painter, Maintenance	18.05
Pipefitter, Maintenance	18.39
Plumber, Maintenance	18.05
Pneudraulic Systems Mechanic	19.03
Rigger	19.03
Scale Mechanic	17.03
Sheet-Metal Worker, Maintenance	19.03
Small Engine Mechanic	20.05
Telecommunication Mechanic I	19.03
Telecommunication Mechanic II	20.05
Telephone Lineman	19.03
Welder, Combination, Maintenance	19.03

Well Driller	19.03
Woodcraft Worker	19.03
Woodworker	15.32

Miscellaneous Occupations

Animal Caretaker	8.91
Carnival Equipment Operator	11.11
Carnival Equipment Repairer	11.97
Carnival Worker	7.48
Cashier	7.75
Desk Clerk	9.78
Embalmer	19.04
Lifeguard	8.89
Mortician	21.63
Park Attendant (Aide)	11.17
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.03
Recreation Specialist	15.94
Recycling Worker	11.11
Sales Clerk	8.03
School Crossing Guard (Crosswalk Attendant)	8.60
Sport Official	8.89
Survey Party Chief (Chief of Party)	12.33
Surveying Aide	7.33
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	11.21
Swimming Pool Operator	11.87
Vending Machine Attendant	9.68
Vending Machine Repairer	11.90
Vending Machine Repairer Helper	9.68

Personal Needs Occupations

Child Care Attendant	8.99
Child Care Center Clerk	12.54
Chore Aid	7.61
Homemaker	14.35

Plant and System Operation Occupations

Boiler Tender	19.03
Sewage Plant Operator	18.05
Stationary Engineer	19.03
Ventilation Equipment Tender	13.85
Water Treatment Plant Operator	18.05

Protective Service Occupations

Alarm Monitor	12.39
Corrections Officer	17.69
Court Security Officer	18.18
Detention Officer	17.69
Firefighter	18.84
Guard I	8.80

Guard II	11.59
Police Officer	20.49

Stevedoring/Longshoremen Occupations

Blocker and Bracer	16.46
Hatch Tender	14.31
Line Handler	14.31
Stevedore I	15.47
Stevedore II	17.45

Technical Occupations

Air Traffic Control Specialist, Center (2)	26.40
Air Traffic Control Specialist, Station (2)	18.14
Air Traffic Control Specialist, Terminal (2)	20.30
Archeological Technician I	14.11
Archeological Technician II	15.78
Archeological Technician III	19.56
Cartographic Technician	22.50
Civil Engineering Technician	19.56
Computer Based Training (CBT) Specialist/ Instructor	21.34
Drafter I	11.84
Drafter II	14.82
Drafter III	16.64
Drafter IV	20.81
Engineering Technician I	13.74
Engineering Technician II	15.95
Engineering Technician III	19.17
Engineering Technician IV	21.99
Engineering Technician V	26.90
Engineering Technician VI	32.55
Environmental Technician	18.91
Flight Simulator/Instructor (Pilot)	27.76
Graphic Artist	18.56
Instructor	21.90
Laboratory Technician	15.13
Mathematical Technician	19.13
Paralegal/Legal Assistant I	14.53
Paralegal/Legal Assistant II	18.53
Paralegal/Legal Assistant III	22.67
Paralegal/Legal Assistant IV	27.43
Photooptics Technician	21.06
Technical Writer	19.90
Unexploded (UXO) Safety Escort	16.92
Unexploded (UXO) Sweep Personnel	16.92
Unexploded Ordnance (UXO) Technician I	16.92
Unexploded Ordnance (UXO) Technician II	20.47
Unexploded Ordnance (UXO) Technician III	24.53
Weather Observer, Combined Upper Air and Surface Programs (3)	15.13
Weather Observer, Senior (3)	17.62

Weather Observer, Upper Air (3)	15.13
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	13.70
Parking and Lot Attendant	8.62
Shuttle Bus Driver	11.76
Taxi Driver	10.01
Truckdriver, Heavy Truck	17.52
Truckdriver, Light Truck	11.78
Truckdriver, Medium Truck	14.97
Truckdriver, Tractor-Trailer	17.52

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$1.92 an hour or \$76.80 a week or \$332.80 a month.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard including working with or in close proximity to explosives and incendiary materials involved in research, testing, manufacturing, inspection, renovation, maintenance, and disposal. Such as: Screening, blending, drying, mixing, and pressing of sensitive explosives pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard. Including working with or in close proximity to explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and, possibly adjacent employees, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used.

All operations involving, unloading, storage, and hauling of explosive and incendiary ordnance material other than small arms ammunition. (Distribution of raw nitroglycerine is covered under high degree hazard.)

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 2

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)

0004

09/25/2001

6. ISSUED BY

CODE 17

7. ADMINISTERED BY (If other than Item 6)

CODE

No Invoice Information
US Patent and Trademark Office, 2011 Crystal Drive, Suite 810
Arlington, VA 22202

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

DIVERSIFIED TECHNOLOGY

SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101

NEWPORT NEWS, VA 23606

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

(X) 10A. MODIFICATION OF CONTRACT/ORDER
NO. 50PAPT001001

(X) 10B. DATED (SEE ITEM 13)

CODE * FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: The Changes Clause of the Contract and Mutual Agreement of the Parties
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 4 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Add new CLIN for Trademarks and formally change Contractor address.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) CALVIN J. WILSON, PROJECT MANAGER	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrewicz
15B. CONTRACTOR OFFER NO. <i>Calvin J. Wilson</i> (Signature of person authorized to sign)	15C. DATE SIGNED 9-27-01
16B. United States of America BY <i>Kate Kudrewicz</i> (Signature of Contracting Officer)	16C. DATE SIGNED 9/27/01

The purpose of this modification to contract number 50-PAPT-0-01001 is to incorporate, a change of address, a new Section B incorporating the revised unit costs as a result of incorporating a new contract line item for the Trademark Office and revisions to Section C. Accordingly, said contract is hereby modified as follows:

1. Incorporate in the subject contract new Section B, "Supplies or Services Prices/Costs" hereby provided as an attachment to this contract modification. Accordingly, remove pages 6 through 12-3 of the current contract and replace with new pages 6 through 12-3 provided.
2. Replacement pages to Section C, "Statement of Work" are hereby provided for incorporation into the subject contract. The page numbers that are being replaced are as follows. Remove pages 23, 24 and 25 and replace with new pages 23, 24 and 25 provided. Incorporate new pages 39-5 and 39-6.
3. Change the address of the contractor from Diversified Technology and Services of Virginia, Inc., 11861 Canon Boulevard, Newport News, VA 23606 to Diversified Technology and Services of Virginia, Inc., 739 Thimble Shoals Boulevard, Suite 101, Newport News, Virginia, 23606.
4. As a result of this modification the value of the contract increases from \$173,029,997.00 by \$11,361,407.00 to a new total of \$184,391,404.00.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.8 SCHEDULE OF PRICES

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
1	REFERENCE FILING						
	Estimated Annual Quantity:	Document	3.2 mil	3.2 mil	3.2 mil	3.0 Mil	2.5 mil
	Unit Price:		\$ 0.2471	\$ 0.2598	\$ 0.2590	\$ 0.2627	\$ 0.2710
	Total Price:		\$ 790,720	\$ 831,360	\$ 828,800	\$ 788,100	\$ 677,500
2	EXAMINER SEARCH ROOM MAINTENANCE						
	Estimated Annual Quantity:	Month	12	12	12	12	12
	Unit Price:		\$ 9,303.95	\$ 9,805.37	\$ 9,769.85	\$ 9,833.64	\$ 9,879.90
	Total Price:		\$ 111,647	\$ 117,664	\$ 117,238	\$ 118,004	\$ 118,559
3	SEARCH FILE EXPANSION						
	Estimated Annual Quantity:	Staff Day	1,800	1,800	1,800	1,600	1,600
	Unit Price:		\$ 158.7797	\$ 167.0946	\$ 166.4694	\$ 168.4831	\$ 169.2906
	Total Price:		\$ 285,803	\$ 300,770	\$ 299,645	\$ 269,573	\$ 270,865
4	RECLASSIFICATION--PREPROCESSING						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	50,000
	Unit Price:		\$ 0.5806	\$ 0.5878	\$ 0.6391	\$ 0.6798	\$ 0.6676
	Total Price:		\$ 87,090	\$ 58,780	\$ 47,933	\$ 33,990	\$ 33,380
5	RECLASSIFICATION--DATA CAPTURE						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	25,000
	Unit Price:		\$ 0.2483	\$ 0.2313	\$ 0.2062	\$ 0.2312	\$ 0.1582
	Total Price:		\$ 37,245	\$ 23,130	\$ 15,465	\$ 11,560	\$ 3,955

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
6	RECLASSIFICATION FINAL PROCESSING						
	Estimated Annual Quantity:	Document	600,000	600,000	500,000	500,000	500,000
	Unit Price:	\$	0.6500	\$ 0.6618	\$ 0.6410	\$ 0.6392	\$ 0.6393
	Total Price:	\$	390,000	\$ 397,080	\$ 320,500	\$ 319,600	\$ 319,650
7	FILE INVENTORY						
	Estimated Annual Quantity:	Document	1.0 mil	500,000	500,000	150,000	150,000
	Unit Price:	\$	0.1488	\$ 0.1604	\$ 0.1598	\$ 0.1691	\$ 0.1700
	Total Price:	\$	148,800	\$ 80,200	\$ 79,900	\$ 25,365	\$ 25,500
8	FILE INTEGRITY						
	Estimated Annual Quantity:	Document	500,000	300,000	300,000	150,000	150,000
	Unit Price:	\$	0.5524	\$ 0.5800	\$ 0.5807	\$ 0.5769	\$ 0.5795
	Total Price:	\$	276,200	\$ 174,000	\$ 174,210	\$ 86,535	\$ 86,925
9	PROVIDE PATENT COPIES						
	Estimated Annual Quantity:	Document	165,000	150,000	130,000	100,000	100,000
	Unit Price:	\$	2.3219	\$ 2.0840	\$ 1.8063	\$ 2.1523	\$ 2.1903
	Total Price:	\$	383,114	\$ 312,600	\$ 234,819	\$ 215,230	\$ 219,030
10	TECH CENTER COPYING						
	Estimated Annual Quantity:	Image	35.0 mil	38.0 mil	40.0 mil	42.0 mil	42.0 mil
	Unit Price:	\$	0.0658	\$ 0.0682	\$ 0.0687	\$ 0.0692	\$ 0.0702
	Total Price:	\$	2,303,000	\$ 2,591,600	\$ 2,748,000	\$ 2,906,400	\$ 2,948,400

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
11	WALKUP COPY CENTER						
	Estimated Annual Quantity:	Staff Day	250	250	250	250	250
	Unit Price:		\$ 178.5056	\$ 187.4770	\$ 186.7567	\$ 188.4771	\$ 189.0467
	Total Price:		\$ 44,626	\$ 46,869	\$ 46,689	\$ 47,119	\$ 47,262
12	TECH CENTER FILE ROOM MAINTENANCE						
12a.	ON-SITE						
	Estimated Annual Quantity:	Staff Hour	68,000	70,000	72,000	74,000	75,000
	Unit Price:		\$ 18.5322	\$ 20.3538	\$ 20.1870	\$ 20.1796	\$ 20.1534
	Total Price:		\$ 1,260,190	\$ 1,424,766	\$ 1,453,464	\$ 1,493,290	\$ 1,511,505
12b.	OFF-SITE						
	Estimated Annual Quantity:	Staff Day		728	1,757	1,757	1,764
	Unit Price:			\$ 185.3492	\$ 181.4559	\$ 182.1746	\$ 182.1637
	Total Price:			\$ 134,934	\$ 318,818	\$ 320,081	\$ 321,337
13	APPLICATION FILE RETRIEVAL						
	Estimated Annual Quantity:	Application	1.2 mil	1.3 mil	1.4 mil	1.5 mil	1.6 mil
	Unit Price:		\$ 0.4646	\$ 0.4509	\$ 0.4497	\$ 0.4521	\$ 0.4529
	Total Price:		\$ 557,520	\$ 586,170	\$ 629,580	\$ 678,150	\$ 724,640
14	FILE RELOCATION						
	Estimated Annual Quantity:	Application	50,000	50,000	50,000	50,000	50,000
	Unit Price:		\$ 1.6879	\$ 1.7291	\$ 1.7290	\$ 1.7289	\$ 1.7286
	Total Price:		\$ 84,395	\$ 86,455	\$ 86,450	\$ 86,445	\$ 86,430

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
15	DOCUMENT RECEIPT AND MAILING						
	Estimated Annual Quantity:	Staff Day	15,500	15,700	16,000	16,500	16,700
	Unit Price:	\$	149.3918	\$ 156.9714	\$ 156.2336	\$ 156.9264	\$ 157.5832
	Total Price:	\$	2,315,573	\$ 2,464,451	\$ 2,499,738	\$ 2,589,286	\$ 2,631,639
16	RECEPTIONIST SUPPORT						
	Estimated Annual Quantity:	Hour	1,216	2,088	2,088	2,088	2,096
	Labor Category:						
	DTSV						
	Receptionist	\$					
	Receptionist (Typing)	\$					
	Secretary I	\$					
	Secretary II	\$					
	Secretary III	\$					
	Typist I	\$					
	Typist II	\$					
	Data Entry Clerk	\$					
	General Clerk II	\$					
	General Clerk III	\$					
	Dockets Receptionist	\$					
		\$	203,856	\$ 484,610	\$ 482,349	\$ 484,044	\$ 485,710
17	PETITIONS SUPPORT						
	Estimated Annual Quantity:	Hour	6,150	10,600	10,600	10,600	10,600
	Unit Price (Jan-May; days):	\$	159.9411				
	Unit Price (June-Jan 2):	\$	19.4714	\$ 20.6029	\$ 20.5339	\$ 20.5853	\$ 20.5939
	Total Price:	\$	169,330	\$ 218,391	\$ 217,659	\$ 218,204	\$ 218,295
18	PCT MAILING						
	Estimated Annual Quantity:	Document	130,000	140,000	150,000	160,000	170,000
	Unit Price:	\$	2.5477	\$ 2.6218	\$ 2.6279	\$ 2.6329	\$ 2.6466
	Total Price:	\$	331,201	\$ 367,052	\$ 394,185	\$ 421,264	\$ 449,922

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
19	PCT COPY PRODUCTION						
	Estimated Annual Quantity:	Image	6.5 mil	7.1 mil	7.8 mil	8.5 mil	9.0 mil
	Unit Price:	\$	0.0464	\$ 0.0483	\$ 0.0486	\$ 0.0495	\$ 0.0503
	Total Price:	\$	301,600	\$ 342,930	\$ 379,080	\$ 420,750	\$ 452,700
20	PCT COPY ASSEMBLY						
	Estimated Annual Quantity:	Document	29,750	57,000	63,000	68,000	73,000
	Unit Price (Jan-May):	\$	0.4816				
	Unit Price (June-Jan 2):	\$	2.5558	\$ 2.6760	\$ 2.6985	\$ 2.7120	\$ 2.6880
	Total Price:	\$	130,327	\$ 152,532	\$ 170,006	\$ 184,416	\$ 196,224
21	PCT FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	20,000	20,500	21,000	21,500	22,000
	Unit Price:	\$	19.2900	\$ 22.1219	\$ 22.8708	\$ 23.0702	\$ 23.1662
	Total Price:	\$	385,800	\$ 453,499	\$ 480,287	\$ 496,009	\$ 509,656
22	PCT MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	435,000	478,000	525,000	580,000	625,000
	Unit Price:	\$	0.4324	\$ 0.4445	\$ 0.4419	\$ 0.4468	\$ 0.4474
	Total Price:	\$	188,094	\$ 212,471	\$ 231,998	\$ 259,144	\$ 279,625
23	PCT FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	55,000	60,000	66,000	72,000	80,000
	Unit Price:	\$	3.0149	\$ 4.2607	\$ 4.1046	\$ 3.9782	\$ 3.8380
	Total Price:	\$	165,820	\$ 255,642	\$ 270,904	\$ 286,430	\$ 307,040

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
24	BIB DATA ENTRY						
	Estimated Annual Quantity:	Hour	12,250	13,500	14,800	16,300	18,000
	Unit Price:	\$	20.8096	\$ 21.6088	\$ 21.4830	\$ 21.5699	\$ 21.6792
	Total Price:	\$	254,918	\$ 291,719	\$ 317,948	\$ 351,589	\$ 390,226
25	OIPE FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	15,000	16,500	18,000	19,800	21,800
	Unit Price:	\$	19.1918	\$ 19.7820	\$ 19.6234	\$ 19.7022	\$ 19.8003
	Total Price:	\$	287,877	\$ 326,403	\$ 353,221	\$ 390,104	\$ 431,647
26	US MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	1.9 mil	2.1 mil	2.3 mil	2.5 mil	2.8 mil
	Unit Price:	\$	0.8719	\$ 1.0206	\$ 1.0143	\$ 1.0287	\$ 1.0151
	Total Price:	\$	1,656,610	\$ 2,143,260	\$ 2,332,890	\$ 2,571,750	\$ 2,842,280
27	US FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	350,000	385,000	424,000	466,000	512,000
	Unit Price:	\$	2.6779	\$ 5.5926	\$ 5.5820	\$ 5.6010	\$ 5.6703
	Total Price:	\$	937,265	\$ 2,153,151	\$ 2,366,768	\$ 2,610,066	\$ 2,903,194
28	RAM DATA ENTRY						
	Estimated Annual Quantity:	Application	550,000	1.0 mil	1.2 mil	1.35 mil	1.5 mil
	Unit Price:	\$	1.3138	\$ 1.3773	\$ 1.3732	\$ 1.3778	\$ 1.3871
	Total Price:	\$	722,590	\$ 1,377,300	\$ 1,647,840	\$ 1,860,030	\$ 2,080,650

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
29	FILE INFORMATION UNIT SUPPORT						
	Estimated Annual Quantity:	Staff Day	500	500	500	500	500
	Unit Price:		\$ 152.2590	\$ 160.3510	\$ 159.7227	\$ 160.8230	\$ 161.5862
	Total Price:		\$ 76,130	\$ 80,176	\$ 79,861	\$ 80,412	\$ 80,793
30	SCANNING						
	Estimated Annual Quantity:	Hour	75,250	86,500	99,500	114,500	131,600
	Unit Price:		21.2121	21.1889	20.1827	19.3687	18.7034
	Total Price:		\$ 1,596,211	\$ 1,832,840	\$ 2,008,179	\$ 2,217,716	\$ 2,461,367
31	OVERTIME	Hour					
	Labor Category:						
	DTSV						
	Accounting Technician	\$					
	Document Prep Clerk	\$					
	Reproduction Clerk	\$					
	Repro Clerk--Lead	\$					
	Repro Clerk--Night	\$					
	File Clerk I	\$					
	File Clerk I--Night	\$					
	File Clerk II	\$					
	Senior File Clerk	\$					
	Senior File Clerk--Lead	\$					
	Sr File Clerk--Lead, Night	\$					
	Senior Lead	\$					
	QC Inspector	\$					
	Assistant Supervisor	\$					
	Asst Supvr--Night Shift	\$					
	Administrative Assistant	\$					
	Reports Clerk	\$					
	Personnel Administrator	\$					
	Processing Clerk I	\$					
	Processing Clerk II	\$					
	Sr Proc Clerk--Lead	\$					
	Receptionist	\$					
	Receptionist (Typing)	\$					
	Secretary I	\$					
	Secretary II	\$					
	Secretary III	\$					
	Typist I	\$					
	Typist II	\$					
	Data Entry Clerk	\$					
	General Clerk II	\$					
	General Clerk III	\$					

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 EXEMPTION 4 FOIA
 5 USC § 552(b)(4)
 USPTO FOIA 03-131

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
31	OVERTIME (cont'd)						
	Warehouse File Room Sup (Sr. Lead)			\$			
	Sr W/house File Dockets Clk			\$			
	W/house File Dockets Clk			\$			
	Dockets Clerk			\$			
	Sr Dockets Clerk			\$			
	Dockets Receptionist			\$			
	JCWS						
	Inspector	\$		\$			
	Courier	\$		\$			
	Sr Processing Clerk	\$		\$			
	Processing Clerk II	\$		\$			
	Processing Clerk I	\$		\$			
	Support Clerk I	\$		\$			
	Support Clerk II	\$		\$			
	Sr. Support Clerk	\$		\$			
	Data Entry Clerk	\$		\$			
	Sr. Scanning Operator	\$		\$			
	Scanning Operator	\$		\$			
	Secretary II	\$		\$			
	Secretary I	\$		\$			
	Admin. Clerk	\$		\$			
	Documentation Clerk	\$		\$			
	Asst. Supervisor—OIPE	\$		\$			
	Asst Supervisor OIPE (N)	\$		\$			
	Asst. Supervisor RAM	\$		\$			
	Reproduction Clerk	\$		\$			
	Processing Clerk II (N)	\$		\$			
	Scanning Operator (N)	\$		\$			
	Secretary III	\$		\$			
	Sr Processing Clk (Lead)	\$		\$			
	Sr Processing Clerk (N)	\$		\$			
	Sr Scanning Operator (N)	\$		\$			
	Support Clerk I (N)	\$		\$			
	Sr. Warehouse Specialist	\$		\$			
	Warehouse Specialist	\$		\$			
	Asst Supvr Form. Review	\$		\$			
	Administrative Assistant	\$		\$			
	Sr Processing Clk Lead (N)	\$		\$			
	QA Inspector (N)	\$		\$			
	Sr Support Clerk Lead	\$		\$			
	Sr Support Clk Lead (N)	\$		\$			

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 5 USC § 552(b)(4)
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CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
32	PROJECT MANAGEMENT						
	Estimated Annual Quantity:	Staff Month	12	12	12	12	12
	Unit Price (Base yr Jan-May):		\$ 224,092.56				
	Unit Price (Base yr June-Jan 2):		\$ 304,163.24	\$ 357,951.16	\$ 360,636.46	\$ 367,678.34	\$ 373,877.95
	Unit Price (Opt 1-Jan-Sept):			\$ 357,951.16	\$ 360,636.46	\$ 367,678.34	\$ 373,877.95
	Unit Price (Opt 1-Oct-Jan 2 +OY):			\$ 379,004.62	\$ 378,832.46	\$ 382,040.62	\$ 388,432.14
	Total Price:		\$ 3,249,605	\$ 4,358,574	\$ 4,545,990	\$ 4,584,487	\$ 4,661,186
33	PUBLICATIONS FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	12,159	20,808	20,892	20,832	20,772
	Unit Price (June-Jan 2):		\$ 21.1014	\$ 21.3773	\$ 21.1233	\$ 21.3614	\$ 21.3247
	Total Price:		\$ 256,572	\$ 444,819	\$ 441,308	\$ 445,001	\$ 442,957
34	EXPANDED PAPER MATCHING						
	Estimated Annual Quantity:	Hour	119,000	212,000	227,000	242,000	259,000
	Unit Price (June-Jan 2):		\$ 18.7114	\$ 20.2553	\$ 20.1546	\$ 20.2222	\$ 20.2202
	Total Price:		\$ 2,226,657	\$ 4,294,124	\$ 4,575,094	\$ 4,893,772	\$ 5,237,032
35	FORMALITY REVIEW						
	Estimated Annual Quantity:	Hour	84,115	169,932	170,618	170,128	169,638
	Unit Price (June-Jan 2):		\$ 21.9242	\$ 22.2506	\$ 22.1636	\$ 22.2301	\$ 22.3709
	Total Price:		\$ 1,844,154	\$ 3,781,089	\$ 3,781,509	\$ 3,781,962	\$ 3,794,955
36	INITIAL EXAMINATION SUPPORT						
	Estimated Annual Quantity:	Hours	724	22,542	22,633	22,568	22,503
	Unit Price (July-Jan 2):		\$ 21.7708	\$ 22.0227	\$ 21.8439	\$ 21.8421	\$ 21.9758
	Total Price:		\$ 15,762	\$ 496,436	\$ 494,393	\$ 492,933	\$ 494,521

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)	
37	COURIER SUPPORT							
	Estimated Annual Quantity:	Van per Month	4	12	12	12	12	
	Unit Price (Sept - Jan 2):		\$ 9,017.19	\$ 9,219.12	\$ 9,238.99	\$ 9,287.91	\$ 9,278.03	
	Total Price:		\$ 36,069	\$ 110,629	\$ 110,868	\$ 111,455	\$ 111,336	\$ 480,357
38	US NEW APPLICATION RAM							
	Estimated Annual Quantity:	Application		375,000	420,000	470,400	526,848	
	Unit Price:			\$ 2.8552	\$ 2.8420	\$ 2.8312	\$ 2.8608	
	Total Price:			\$ 1,070,700	\$ 1,183,640	\$ 1,331,796	\$ 1,507,207	\$ 5,103,343
39	PCT RAM							
	Estimated Annual Quantity:	Document		49,500	49,500	49,500	49,500	
	Unit Price (Sept - Jan 2):			\$ 2.9596	\$ 2.9465	\$ 2.9368	\$ 2.9463	
	Total Price:			\$ 146,500	\$ 145,852	\$ 145,372	\$ 145,842	\$ 583,585
40	TRADEMARKS DOCKETS SUPPORT							
	Estimated Annual Quantity:	Staff Day		1,860	18,223	18,223	18,295	
	Unit Price (Sept - Jan 2)			\$ 162.9704	\$ 161.5481	\$ 162.7278	\$ 162.8588	
	Total Price:			\$ 303,125	\$ 2,943,891	\$ 2,965,389	\$ 2,979,502	\$ 9,191,906

nonoperational, the contractor should insure that when the applications are delivered to the next processing stage the PALM information is updated.

As requested by the Government, the contractor will copy other materials placed in a designated pickup location and containing a Contractor Copying Request Form. Typically, such requests will be for high-volume copying such as biweekly PALM reports, annual performance plans/ratings, or similar materials. Requests for a small number of copies (e.g., one or two copies of one or two pages) should be returned to the Government Representative without action. Required turnaround time will be annotated on the Request Form; however, the Government will not request less than 4 hours at any time. If adjustment to the requested turnaround time is desired, the contractor should discuss the request with the Government Representative.

The contractor is expected to perform copying work at 100% quality and timeliness levels. The Government will randomly inspect the quality and timeliness of the contractor's work while the files are in the copy center. In addition, all reference copies will be checked for quality and conformance with standards prior to their insertion in an envelope for mailing. Unacceptable copies will be replaced by the contractor within 2 hours at no cost to the Government.

The contractor will provide daily, weekly, and/or monthly reports of Tech Center copying work as required by the Government.

C.3.11 WALKUP COPY CENTER

The contractor is required to staff the PTO Walkup Copy Center currently located in Crystal Plaza 2. The staff will use Government-provided equipment and supplies to perform requested copying, insuring all copies are reproduced and assembled in accordance with instructions. In addition, the staff will assist users of the walkup copier and will perform routine maintenance (e.g., replacing toner) on the copy center copiers. Copy center hours are 7:30 a.m. to 5:00 p.m.

C.3.12 TECH CENTER FILE ROOM MAINTENANCE

In each Tech Center, application files are maintained in serial number order in one or more central file rooms or in off-site locations. Additionally, interference files which contain copies of application-related drawings are housed in various locations in each Tech Center; interference files are maintained in serial number order within class/subclass. Both application and interference files are routinely removed from their respective file areas by both contract and PTO employees for review and processing.

Applications to be refiled will be retrieved from designated locations by the contractor at least once each morning and once each afternoon; files may also be dropped at the file room by the Government. Files to be stored at an off-site location will be promptly delivered to that location by the contractor. The contractor is required to promptly and accurately refile all files returned to the central and interference file areas. Application files must be refiled within 8 hours of receipt; interference files within 16 work hours. As part of the refileing process, the contractor should note whether any of the last several entries on the Content side of the file wrapper are undated. If an undated entry is identified, the file should be referred to a Government Representative for verification that refileing should occur. All application files must have their location changed in PALM prior to placement in the central files. If PALM is nonoperational, the contractor should notify the

Government Representative and suspend placement of the files into the storage racks until PALM information can be updated.

The contractor is expected to continually monitor the accuracy of filing in order to identify and immediately correct misfiled applications and interference files. In addition, the contractor is required to routinely shift application files as needed to ensure efficient use of space and will plan and manage the rotation of files from off-site locations to central file rooms on-site. Additional file storage racks should be requested from the Government as needed. Other housekeeping functions shall be performed as necessary by the contractor to ensure neat and orderly files which are readily locatable and retrievable by users.

As requested, the contractor will inventory all application files located in a Tech Center and/or an off-site location. During this inventory, the contractor will enter into PALM the information for each application file located in central files, examiners' offices, tech support areas, and elsewhere throughout a Tech Center. Inventories typically will be conducted twice a year but may be required on a more frequent basis. As requested, the contractor will purge the interference files using Government-provided information.

The contractor is expected to perform Tech Center file room maintenance at 100% quality and accuracy levels. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist.

When working in a central files area, contractor personnel are required to sign in and out on the sheets provided for that purpose. The contractor will provide daily, weekly, and/or monthly reports of Tech Center file room maintenance work as required by the Government.

C.3.13 APPLICATION FILE RETRIEVAL

Each day, the PTO receives thousands of papers which must be associated as quickly as possible with the appropriate applications. These applications are located in the central files areas, with examiners, with tech support staff, and in various other locations throughout the Corps. The bulk of the papers received in a Tech Center's mailroom come directly from Office of Initial Patent Examination's (OIPE) mail opening process and move directly into the file retrieval ("paper matching") process.

Within approximately 1 hour following each mail delivery, the contractor should retrieve from each Tech Center's mailroom the bundles of papers marked for file retrieval. In addition, at least once in the morning and once in the afternoon the contractor must check other designated locations in each TC and retrieve papers placed for file retrieval. Each pickup should be properly recorded on the appropriate log sheet.

Using information contained in each document and in the PALM system (e.g., serial number, and applicant's name), the contractor will immediately locate all needed applications that are housed in the central files areas and will insert the appropriate paper(s) in each file. If a needed application is not in central files, the contractor is required to access and print the PALM screen for that application and attach the screen print to the paper. Located files and unmatched papers are to be delivered to the designated locations within the turnaround time (typically 1 hour or 8 hours) designated on each

bundle's batch sheet. The contractor must complete all retrieval of 1-hour turnaround documents received in the last mail run before stopping work each day.

Papers to be matched with applications housed in an off-site location will be promptly delivered to that location by the contractor on the next scheduled courier run. Within 3 days of receiving a document at an off-site location, the contractor must locate the correct file, enter the appropriate information on the back of the file jacket, insert the paper into the correct location in the file jacket, identify any applications requiring immediate Government review of the newly entered paper, and refile all other applications. The contractor will insure that all applications requiring immediate Government review are returned to the appropriate PTO location no later than the next scheduled courier run.

At least once in the morning and once in the afternoon, the contractor also will retrieve examiner file requests from the printer located in each tech center and from other designated locations. The contractor will attempt to locate each requested file in the appropriate central files; if the file is not found, the contractor shall print and attach to the request the PALM screen showing the application's location. The contractor must deliver all requested files located on-site or unmatched requests to the designated locations on the next regularly scheduled pickup/delivery run (e.g., request retrieved in the morning—application delivered in the afternoon). The contractor will insure that all examiner-requested applications housed in an off-site location are delivered no later than 8 work hours from receipt of the request. Prior to removing any file from a central files area, the contractor will change each file's location information in PALM. If PALM is nonoperational, the contractor should proceed with file delivery. Upon arrival at a delivery location, the contractor will update PALM for each application delivered. If PALM is non-operational, the contractor should proceed to deliver the applications after attaching to each a sheet indicating the case was not PALMed in.

As requested by a Government Representative, the contractor will locate and remove from central files those applications listed on a Government-provided report and will deliver the files to the specified location after updating PALM. The amount of time allowed for this work will be mutually agreed upon by the COTR and the contractor prior to initiation of the work.

The contractor is expected to meet all turnaround times and to perform retrieval work at a 100% accuracy level. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of application file retrieval work as required by the Government.

C.3.14 FILE RELOCATION

As required by the Government, the contractor will retrieve and relocate specified application or other files. All relocated files will have their location information updated in PALM before they are filed in the new location(s). Identification of files to be moved and the allowed processing time will be coordinated between the contractor and the COTR prior to

Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of RAM support work as required by the Government.

C.3.40 TRADEMARK SUPPORT

The Trademark (TM) Law Offices are responsible for the examination and final approval of applications for Federal trademark protection. The contractor will provide application processing and docket support for these law offices Monday through Friday, 8:30 a.m. to 5:00 p.m.

The contractor will date stamp all incoming mail within 1 hour of receipt and all hand-delivered mail immediately upon receipt. Within 1 business day of receipt, the contractor must match all incoming mail (including e-mails and faxes) with the appropriate file, update TRAM, batch and log documents, and place batches in designated location(s). The contractor will monitor the e-commerce mailboxes, printing and reviewing all newly received e-mails and processing all outgoing e-mail by COB each day. Incoming documents which contain requests for action and/or serial numbers are processed as incoming paper mail; other incoming e-mails are delivered to SLIE inboxes. The contractor will process all outgoing paper mail by updating TRAM, generating mail labels, folding and inserting letters into and sealing envelopes, and returning files to designated locations. All outgoing mail must be processed within 1 day of receipt by the contractor.

The contractor will perform a variety of tasks associated with the movement and management of TM files:

- retrieving and delivering files as required;
- updating file location and other information contained in TRAM;
- batching files pending publication review, recording batch information in logs, and delivering files to designated location(s);
- purging files each week for possible abandonment and each month for suspended files using Government-provided lists to identify files, updating TRAM information, and delivering files to appropriate attorney mailboxes within 1 day of receiving list;
- filing newly received and other cases after updating TRAM;
- conducting a biannual inventory of all files in each law office;
- shifting files and performing other activities necessary to maintain file rooms in good condition and to allow for easy refiling and/or retrieval of files;
- retrieving cases for Managing (within 8 work hours) and Examining (within 1 hour) Attorneys as requested, updating TRAM as appropriate;

- ordering files from the warehouse, maintaining a tickler file of these orders, and delivering received files to designated location(s);
- declaring files officially lost and/or found;
- retrieving files in response to requests from members of the public, TTAB, the Commissioner's office, or others;
- as directed, reconstructing lost files by retrieving copies of application papers from TIGRS and applicant, creating a new file wrapper with correct serial number barcode affixed, punching holes in papers, and inserting them in file;
- processing other files as required by the Government.

The contractor will assemble all newly received, electronically submitted applications. For each, the contractor will print the application papers, insert papers into a properly labeled file wrapper, check RAM to verify fee collection, update RAM, resolve problems, and deliver files to designated location(s). When outgoing TM mail is returned to the office as nondeliverable, the contractor will contact applicant to obtain the correct mailing address and will forward that information with the item to be remailed to the designated location.

The contractor will perform other administrative tasks such as ensuring the operation of and the presence of supplies for fax and copying machines; performing pickups from and deliveries to other PTO buildings; photocopying selected materials for managers and SLIEs; obtaining employee signatures on biweekly time and attendance reports; and transmitting faxes as requested.

All work must be performed at 100% accuracy level. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 work hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of formality review processing as required by the Government.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	Page 1 of 1
2. AMENDMENT/MODIFICATION NO. 0005	3. EFFECTIVE DATE 12/04/2001	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)		
6. ISSUED BY No Invoice Information US Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202		CODE 17	7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) DIVERSIFIED TECHNOLOGY SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101 NEWPORT NEWS, VA 23606			9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) (X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT001001 (X) 10B. DATED (SEE ITEM 13)		
CODE *		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

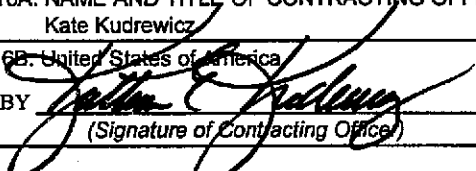
No Funding Information

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Clause H.2 of the Contract.

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
This is Modification MO02 to Contract No. 50-PAPT-0-01001 issued to Exercise Option Period Two of the contract. Accordingly the period of performance of the contract is hereby extended from January 3, 2002 to January 2, 2003.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrewicz	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 12/04/2001

The purpose of this modification to contract number 50-PAPT-0-01001 is to exercise the second option period under this contract. Accordingly, said contract is hereby modified as follows:

1. In accordance with clause H.2 entitled, Option to Extend the Term of the Contract, and the letter dated November 19, 2001, providing preliminary notice of the Government's intention to exercise the second option period of the contract, the Government hereby exercises that option. The effective date of option period two will be from January 3, 2002 through January 2, 2003 thus extending the period of performance of the contract.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

2. AMENDMENT/MODIFICATION NO. 0006	3. EFFECTIVE DATE 03/28/2002	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY No Invoice Information US Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) DIVERSIFIED TECHNOLOGY SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101 NEWPORT NEWS, VA 23606		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) (X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT001001 (X) 10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 16, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

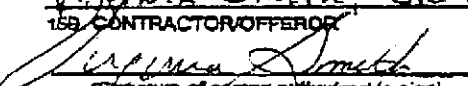
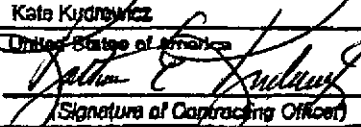
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF AUTHORITY OF FAR 45.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: The Changes Clause of the Contract.
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 4 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
See Attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Virginia Smith, Sr. Vice President	15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 3-28-02	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudryncz	15B. United States of America BY  (Signature of Contracting Officer)	15C. DATE SIGNED 03/28/2002
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The purpose of this modification to contract number 50-PAPT-0-01001 is to incorporate Department of Labor Wage Determination No. 1994-2103, Revision 24, dated 05/31/2001 and the new Section B incorporating the revised unit costs as a result of the Wage Determination. Accordingly, said contract is hereby modified as follows:

1. Incorporate in the subject contract new Section B, "Supplies or Services Prices/Costs" is hereby provided as an attachment to this contract modification. Accordingly, remove pages 6 through 12-3 of the current contract and replace with new pages 6 through 12-3 provided.
2. As a result of this modification the value of the contract increases from \$184,391,405.00 by \$11,510,969.00 to a new total of \$195,902,374.00.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.8 SCHEDULE OF PRICES

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
1	REFERENCE FILING						
	Estimated Annual Quantity:	Document	3.2 mil	3.2 mil	3.2 mil	3.0 Mil	2.5 mil
	Unit Price:		\$ 0.2471	\$ 0.2598	\$ 0.2893	\$ 0.2934	\$ 0.3026
	Total Price:		\$ 790,720	\$ 831,360	\$ 925,760	\$ 880,200	\$ 756,500
2	EXAMINER SEARCH ROOM MAINTENANCE						
	Estimated Annual Quantity:	Month	12	12	12	12	12
	Unit Price:		\$ 9,303.95	\$ 9,805.37	\$ 10,912.90	\$ 10,984.24	\$ 11,031.86
	Total Price:		\$ 111,647	\$ 117,664	\$ 130,955	\$ 131,811	\$ 132,382
3	SEARCH FILE EXPANSION						
	Estimated Annual Quantity:	Staff Day	1,800	1,800	1,800	1,600	1,600
	Unit Price:		\$ 158.7797	\$ 167.0946	\$ 186.0467	\$ 188.2881	\$ 189.1193
	Total Price:		\$ 285,803	\$ 300,770	\$ 334,884	\$ 301,261	\$ 302,591
4	RECLASSIFICATION--PREPROCESSING						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	50,000
	Unit Price:		\$ 0.5806	\$ 0.5878	\$ 0.6993	\$ 0.7832	\$ 0.7825
	Total Price:		\$ 87,090	\$ 58,780	\$ 52,448	\$ 39,160	\$ 39,125
5	RECLASSIFICATION--DATA CAPTURE						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	25,000
	Unit Price:		\$ 0.2483	\$ 0.2313	\$ 0.2418	\$ 0.2872	\$ 0.2732
	Total Price:		\$ 37,245	\$ 23,130	\$ 18,135	\$ 14,360	\$ 6,830

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
6	RECLASSIFICATION FINAL PROCESSING						
	Estimated Annual Quantity:	Document	600,000	600,000	500,000	500,000	500,000
	Unit Price:		\$ 0.6500	\$ 0.6618	\$ 0.7309	\$ 0.7308	\$ 0.7307
	Total Price:		\$ 390,000	\$ 397,080	\$ 365,450	\$ 365,400	\$ 365,350
7	FILE INVENTORY						
	Estimated Annual Quantity:	Document	1.0 mil	500,000	500,000	150,000	150,000
	Unit Price:		\$ 0.1488	\$ 0.1604	\$ 0.1783	\$ 0.1888	\$ 0.1898
	Total Price:		\$ 148,800	\$ 80,200	\$ 89,150	\$ 28,320	\$ 28,470
8	FILE INTEGRITY						
	Estimated Annual Quantity:	Document	500,000	300,000	300,000	150,000	150,000
	Unit Price:		\$ 0.5524	\$ 0.5800	\$ 0.6449	\$ 0.7497	\$ 0.7053
	Total Price:		\$ 276,200	\$ 174,000	\$ 193,470	\$ 112,455	\$ 105,795
9	PROVIDE PATENT COPIES						
	Estimated Annual Quantity:	Document	165,000	150,000	130,000	100,000	100,000
	Unit Price:		\$ 2.3219	\$ 2.0840	\$ 2.0167	\$ 2.6119	\$ 2.6134
	Total Price:		\$ 383,114	\$ 312,600	\$ 262,171	\$ 261,190	\$ 261,340
10	TECH CENTER COPYING						
	Estimated Annual Quantity:	Image	35.0 mil	38.0 mil	40.0 mil	42.0 mil	42.0 mil
	Unit Price:		\$ 0.0658	\$ 0.0682	\$ 0.0737	\$ 0.0742	\$ 0.0753
	Total Price:		\$ 2,303,000	\$ 2,591,600	\$ 2,948,000	\$ 3,116,400	\$ 3,162,600

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
11	WALKUP COPY CENTER						
	Estimated Annual Quantity:	Staff Day	250	250	250	250	250
	Unit Price:		\$ 178.5056	\$ 187.4770	\$ 208.7360	\$ 210.6093	\$ 211.2044
	Total Price:		\$ 44,626	\$ 46,869	\$ 52,184	\$ 52,652	\$ 52,801
12	TECH CENTER FILE ROOM MAINTENANCE						
12a.	ON-SITE						
	Estimated Annual Quantity:	Staff Hour	68,000	70,000	72,000	74,000	75,000
	Unit Price:		\$ 18.5322	\$ 20.3538	\$ 21.3214	\$ 22.5488	\$ 22.5222
	Total Price:		\$ 1,260,190	\$ 1,424,766	\$ 1,535,141	\$ 1,668,611	\$ 1,689,165
12b.	OFF-SITE						
	Estimated Annual Quantity:	Staff Day		728	1,757	1,757	1,764
	Unit Price:			\$ 185.3492	\$ 199.9917	\$ 200.9124	\$ 201.0205
	Total Price:			\$ 134,934	\$ 351,385	\$ 353,003	\$ 354,600
13	APPLICATION FILE RETRIEVAL						
	Estimated Annual Quantity:	Application	1.2 mil	1.3 mil	1.4 mil	1.5 mil	1.6 mil
	Unit Price:		\$ 0.4646	\$ 0.4509	\$ 0.5025	\$ 0.5054	\$ 0.5063
	Total Price:		\$ 557,520	\$ 586,170	\$ 703,500	\$ 758,100	\$ 810,080
14	FILE RELOCATION						
	Estimated Annual Quantity:	Application	50,000	50,000	50,000	50,000	50,000
	Unit Price:		\$ 1.6879	\$ 1.7291	\$ 1.9233	\$ 1.9231	\$ 1.9228
	Total Price:		\$ 84,395	\$ 86,455	\$ 96,165	\$ 96,155	\$ 96,140

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
15	DOCUMENT RECEIPT AND MAILING						
	Estimated Annual Quantity:	Staff Day	15,500	15,700	16,000	16,500	16,700
	Unit Price:		\$ 149.3918	\$ 156.9714	\$ 174.4813	\$ 175.2547	\$ 201.0205
	Total Price:		\$ 2,315,573	\$ 2,464,451	\$ 2,791,701	\$ 2,891,703	\$ 3,357,042
16	RECEPTIONIST SUPPORT						
	Estimated Annual Quantity:	Hour	1,216	2,088	2,088	2,088	2,096
	Labor Category:						
	DTSV						
	Receptionist						
	Receptionist (Typing)						
	Secretary I						
	Secretary II						
	Secretary III						
	Typist I						
	Typist II						
	Data Entry Clerk						
	General Clerk II						
	General Clerk III						
	Dockets Receptionist						
			\$ 203,856	\$ 484,610	\$ 502,725	\$ 504,562	\$ 506,330
17	PETITIONS SUPPORT						
	Estimated Annual Quantity:	Hour	6,150	10,600	10,600	10,600	10,600
	Unit Price (Jan-May; days):		\$ 159.9411				
	Unit Price (June-Jan 2 base yr + all OY):		\$ 19.4714	\$ 20.6029	\$ 22.9641	\$ 23.0306	\$ 23.0419
	Total Price:		\$ 169,330	\$ 218,391	\$ 243,419	\$ 244,124	\$ 419
18	PCT MAILING						
	Estimated Annual Quantity:	Document	130,000	140,000	150,000	160,000	170,000
	Unit Price:		\$ 2.5477	\$ 2.6218	\$ 2.8971	\$ 2.8807	\$ 2.8664
	Total Price:		\$ 331,201	\$ 367,052	\$ 434,565	\$ 460,912	\$ 487,288

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
19	PCT COPY PRODUCTION						
	Estimated Annual Quantity:	Image	6.5 mil	7.1 mil	7.8 mil	8.5 mil	9.0 mil
	Unit Price:		\$ 0.0464	\$ 0.0483	\$ 0.0515	\$ 0.0525	\$ 0.0533
	Total Price:		\$ 301,600	\$ 342,930	\$ 401,700	\$ 446,250	\$ 479,700
20	PCT COPY ASSEMBLY						
	Estimated Annual Quantity:	Document	29,750	57,000	63,000	68,000	73,000
	Unit Price (Jan-May):		\$ 0.4816				
	Unit Price (June-Jan 2 base yr + all OY):		\$ 2.5558	\$ 2.6760	\$ 3.0195	\$ 3.0317	\$ 3.0051
	Total Price:		\$ 130,327	\$ 152,532	\$ 190,229	\$ 206,156	\$ 219,372
21	PCT FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	20,000	20,500	21,000	21,500	22,000
	Unit Price:		\$ 19.2900	\$ 22.1219	\$ 24.6181	\$ 24.7996	\$ 24.7922
	Total Price:		\$ 385,800	\$ 453,499	\$ 516,980	\$ 533,191	\$ 545,428
22	PCT MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	435,000	478,000	525,000	580,000	625,000
	Unit Price:		\$ 0.4324	\$ 0.4445	\$ 0.4856	\$ 0.4850	\$ 0.4802
	Total Price:		\$ 188,094	\$ 212,471	\$ 254,940	\$ 281,300	\$ 300,125
23	PCT FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	55,000	60,000	66,000	72,000	80,000
	Unit Price:		\$ 3.0149	\$ 4.2607	\$ 4.5363	\$ 4.3676	\$ 4.1669
	Total Price:		\$ 165,820	\$ 255,642	\$ 299,396	\$ 314,467	\$ 333,352

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
24	BIB DATA ENTRY						
	Estimated Annual Quantity:	Hour	12,250	13,500	14,800	16,300	18,000
	Unit Price:	\$	20.8096	\$ 21.6088	\$ 23.7437	\$ 23.6343	\$ 23.4925
	Total Price:	\$	254,918	\$ 291,719	\$ 351,407	\$ 385,239	\$ 422,865
25	OIPE FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	15,000	16,500	18,000	19,800	21,800
	Unit Price:	\$	19.1918	\$ 19.7820	\$ 21.7297	\$ 21.6497	\$ 21.5431
	Total Price:	\$	287,877	\$ 326,403	\$ 391,135	\$ 428,664	\$ 469,640
26	US MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	1.9 mil	2.1 mil	2.3 mil	2.5 mil	2.8 mil
	Unit Price:	\$	0.8719	\$ 1.0206	\$ 1.1218	\$ 1.1284	\$ 1.1013
	Total Price:	\$	1,656,610	\$ 2,143,260	\$ 2,580,140	\$ 2,821,000	\$ 3,083,640
27	US FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	350,000	385,000	424,000	466,000	512,000
	Unit Price:	\$	2.6779	\$ 5.5926	\$ 6.1827	\$ 6.1637	\$ 6.1743
	Total Price:	\$	937,265	\$ 2,153,151	\$ 2,621,465	\$ 2,872,284	\$ 3,161,242
28	RAM DATA ENTRY						
	Estimated Annual Quantity:	Application	550,000	1.0 mil	1.2 mil	1.35 mil	1.5 mil
	Unit Price:	\$	1.3138	\$ 1.3773	\$ 1.4898	\$ 1.4691	\$ 1.4533
	Total Price:	\$	722,590	\$ 1,377,300	\$ 1,787,760	\$ 1,983,285	\$ 2,179,950

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
29	FILE INFORMATION UNIT SUPPORT						
	Estimated Annual Quantity:	Staff Day	500	500	500	500	500
	Unit Price:		\$ 152.2590	\$ 160.3510	\$ 178.5452	\$ 179.7765	\$ 180.5616
	Total Price:		\$ 76,130	\$ 80,176	\$ 89,273	\$ 89,888	\$ 90,281
30	SCANNING						
	Estimated Annual Quantity:	Hour	75,250	86,500	99,500	114,500	131,600
	Unit Price:		21.2121	21.1889	21.6395	20.37	19.2530
	Total Price:		\$ 1,596,211	\$ 1,832,840	\$ 2,153,130	\$ 2,332,365	\$ 2,533,695
31	OVERTIME	Hour					
	Labor Category:						
	DTSV						
	Accounting Technician	\$		\$	\$	\$	\$
	Document Prep Clerk	\$		\$	\$	\$	\$
	Reproduction Clerk	\$		\$	\$	\$	\$
	Repro Clerk--Lead	\$		\$	\$	\$	\$
	Repro Clerk--Night	\$		\$	\$	\$	\$
	File Clerk I	\$		\$	\$	\$	\$
	File Clerk I--Night	\$		\$	\$	\$	\$
	File Clerk II	\$		\$	\$	\$	\$
	Senior File Clerk	\$		\$	\$	\$	\$
	Senior File Clerk--Lead	\$		\$	\$	\$	\$
	Sr File Clerk--Lead, Night	\$		\$	\$	\$	\$
	Senior Lead	\$		\$	\$	\$	\$
	QC Inspector	\$		\$	\$	\$	\$
	Assistant Supervisor	\$		\$	\$	\$	\$
	Asst Supvsr--Night Shift	\$		\$	\$	\$	\$
	Administrative Assistant	\$		\$	\$	\$	\$
	Reports Clerk	\$		\$	\$	\$	\$
	Personnel Administrator	\$		\$	\$	\$	\$
	Processing Clerk I	\$		\$	\$	\$	\$
	Processing Clerk II	\$		\$	\$	\$	\$
	Sr Proc Clerk--Lead	\$		\$	\$	\$	\$
	Receptionist	\$		\$	\$	\$	\$
	Receptionist (Typing)	\$		\$	\$	\$	\$
	Secretary I	\$		\$	\$	\$	\$
	Secretary II	\$		\$	\$	\$	\$
	Secretary III	\$		\$	\$	\$	\$
	Typist I	\$		\$	\$	\$	\$
	Typist II	\$		\$	\$	\$	\$
	Data Entry Clerk	\$		\$	\$	\$	\$
	General Clerk II	\$		\$	\$	\$	\$
	General Clerk III	\$		\$	\$	\$	\$

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 EXEMPTION 4 FOIA
 5 USC § 552(b)(4)
 USPTO FOIA 03-131

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
31	OVERTIME (cont'd)						
	Warehouse File Room Sup (Sr. Lead)			\$	\$	\$	\$
	Sr W/house File Dockets Clk			\$	\$	\$	\$
	Warehouse File Dockets Clk			\$	\$	\$	\$
	Dockets Clerk			\$	\$	\$	\$
	Sr Dockets Clerk			\$	\$	\$	\$
	Dockets Receptionist			\$	\$	\$	\$
	JCWS						
	Inspector	\$	\$	\$	\$	\$	\$
	Courier	\$	\$	\$	\$	\$	\$
	Sr Processing Clerk	\$	\$	\$	\$	\$	\$
	Processing Clerk II	\$	\$	\$	\$	\$	\$
	Processing Clerk I	\$	\$	\$	\$	\$	\$
	Support Clerk I	\$	\$	\$	\$	\$	\$
	Support Clerk II	\$	\$	\$	\$	\$	\$
	Sr. Support Clerk	\$	\$	\$	\$	\$	\$
	Data Entry Clerk	\$	\$	\$	\$	\$	\$
	Sr. Scanning Operator	\$	\$	\$	\$	\$	\$
	Scanning Operator	\$	\$	\$	\$	\$	\$
	Secretary II	\$	\$	\$	\$	\$	\$
	Secretary I	\$	\$	\$	\$	\$	\$
	Admin. Clerk	\$	\$	\$	\$	\$	\$
	Documentation Clerk	\$	\$	\$	\$	\$	\$
	Asst. Supervisor—OIPE	\$	\$	\$	\$	\$	\$
	Asst Supervisor OIPE (N)	\$	\$	\$	\$	\$	\$
	Asst. Supervisor RAM	\$	\$	\$	\$	\$	\$
	Reproduction Clerk	\$	\$	\$	\$	\$	\$
	Processing Clerk II (N)	\$	\$	\$	\$	\$	\$
	Scanning Operator (N)	\$	\$	\$	\$	\$	\$
	Secretary III	\$	\$	\$	\$	\$	\$
	Sr Processing Clk (Lead)	\$	\$	\$	\$	\$	\$
	Sr Processing Clerk (N)	\$	\$	\$	\$	\$	\$
	Sr Scanning Operator (N)	\$	\$	\$	\$	\$	\$
	Support Clerk I (N)	\$	\$	\$	\$	\$	\$
	Sr. Warehouse Specialist	\$	\$	\$	\$	\$	\$
	Warehouse Specialist	\$	\$	\$	\$	\$	\$
	Asst Supvsr Form. Review	\$	\$	\$	\$	\$	\$
	Administrative Assistant	\$	\$	\$	\$	\$	\$
	Sr Processing Clk Lead (N)	\$	\$	\$	\$	\$	\$
	QA Inspector (N)	\$	\$	\$	\$	\$	\$
	Sr Support Clerk Lead	\$	\$	\$	\$	\$	\$
	Sr Support Clk Lead (N)	\$	\$	\$	\$	\$	\$

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EXEMPTION 4 FOIA
5 USC § 552(b)(4)
USPTO FOIA 03-131

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
32	PROJECT MANAGEMENT						
	Estimated Annual Quantity:	Staff Month	12	12	12	12	12
	Unit Price (Base yr Jan-May):		\$ 224,092.56				
	Unit Price (Base yr June-Jan 2):		\$ 304,163.24	\$ 357,951.16			
	Unit Price (Opt 1-Jan-Sept):			\$ 357,951.16			
	Unit Price (Opt 1-Oct-Jan 2 +OY):			\$ 379,004.62			
	Unit Price (Opt II, III, IV)				\$ 387,644.13	\$ 391,500.75	\$ 396,040.27
	Total Price:		\$ 3,249,605	\$ 4,358,574	\$ 4,651,730	\$ 4,698,009	\$ 4,752,483
33	PUBLICATIONS FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	12,159	20,808	20,892	20,832	20,772
	Unit Price:		\$ 21.1014	\$ 21.3773	\$ 23.6954	\$ 23.8227	\$ 21.3247
	Total Price:		\$ 256,572	\$ 444,819	\$ 495,044	\$ 496,274	\$ 442,957
34	EXPANDED PAPER MATCHING						
	Estimated Annual Quantity:	Hour	119,000	212,000	227,000	242,000	259,000
	Unit Price:		\$ 18.7114	\$ 20.2553	\$ 22.5191	\$ 22.6014	\$ 22.6016
	Total Price:		\$ 2,226,657	\$ 4,294,124	\$ 5,111,836	\$ 5,469,539	\$ 5,853,814
35	FORMALITY REVIEW						
	Estimated Annual Quantity:	Hour	84,115	169,932	170,618	170,128	169,638
	Unit Price:		\$ 21.9242	\$ 22.2506	\$ 24.7507	\$ 24.8221	\$ 24.8969
	Total Price:		\$ 1,844,154	\$ 3,781,089	\$ 4,222,915	\$ 4,222,934	\$ 4,223,460

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
36	INITIAL EXAMINATION SUPPORT						
	Estimated Annual Quantity:	Hour	724	22,542	22,633	22,568	22,503
	Unit Price:		\$ 21.7708	\$ 22.0227	\$ 24.4576	\$ 24.5226	\$ 24.5936
	Total Price:		\$ 15,762	\$ 496,436	\$ 553,549	\$ 553,426	\$ 553,430
37	COURIER SUPPORT						
	Estimated Annual Quantity:	Van per Month	4	12	12	12	12
	Unit Price:		\$ 9,017.19	\$ 9,219.12	\$ 9,535.16	\$ 9,696.02	\$ 9,687.71
	Total Price:		\$ 36,069	\$ 110,629	\$ 114,422	\$ 116,352	\$ 116,253
38	US NEW APPLICATION RAM						
	Estimated Annual Quantity:	Application		375,000	420,000	470,400	526,848
	Unit Price:			\$ 2.8552	\$ 3.1432	\$ 3.1116	\$ 3.0904
	Total Price:			\$ 1,070,700	\$ 1,320,144	\$ 1,463,697	\$ 1,628,171
39	PCT RAM						
	Estimated Annual Quantity:	Document		49,500	49,500	49,500	49,500
	Unit Price:			\$ 2.9596	\$ 3.2992	\$ 3.2985	\$ 3.2985
	Total Price:			\$ 146,500	\$ 163,310	\$ 163,276	\$ 163,276
40	TRADEMARKS DOCKETS SUPPORT						
	Estimated Annual Quantity:	Staff Day		1,860	18,223	18,223	18,295
	Unit Price:			\$ 162.9704	\$ 180.4829	\$ 181.8690	\$ 182.0385
	Total Price:			\$ 303,125	\$ 3,288,940	\$ 3,314,199	\$ 3,330,394

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page

1 of 1

2. AMENDMENT/MODIFICATION NO. 0007	3. EFFECTIVE DATE 12/20/2002	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY No Invoice Information US Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202		7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) DIVERSIFIED TECHNOLOGY SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101 NEWPORT NEWS, VA 23606		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) (X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT001001 (X) 10B. DATED (SEE ITEM 13)	
CODE *		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

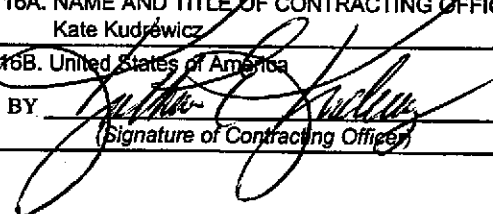
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Clause H.2 of the Contract.

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
This is modification MO07 to contract no. 50-PAPT-0-01001 and is being issued to Exercise Option Period Three of the contract. Accordingly, the period of performance of the contract is hereby extended. The period of performance of Option Period Three is January 3, 2002 - January 2, 2004. See attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrówicz	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. United States of America BY  (Signature of Contracting Officer)	16C. DATE SIGNED 12/20/2002

The purpose of this modification to contract number 50-PAPT-0-01001 is to exercise the third option period under this contract. Accordingly, said contract is hereby modified as follows:

1. In accordance with clause H.2 entitled, Option to Extend the Term of the Contract, and the letter dated November 21, 2002, providing preliminary notice of the Government's intention to exercise the third option period of the contract, the Government hereby exercises that option. The effective date of option period three will be from January 3, 2003 through January 2, 2004 thus extending the period of performance of the contract.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

94-2103 DC, DISTRICT-WIDE

10/15/02

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL
 WASHINGTON D.C. 20210

William W. Gross
 Director

Division of
 Wage Determinations

Wage Determination No.: 1994-2103
 Revision No.: 28
 Date Of Last Revision: 10/04/2002

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mar
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King Geo
 Loudoun, Prince William, Stafford

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	10.16
Accounting Clerk II	11.88
Accounting Clerk III	14.04
Accounting Clerk IV	16.37
Court Reporter	14.94
Dispatcher, Motor Vehicle	14.63
Document Preparation Clerk	11.29
Duplicating Machine Operator	11.29
Film/Tape Librarian	14.65
General Clerk I	11.68
General Clerk II	13.72
General Clerk III	15.32
General Clerk IV	18.74
Housing Referral Assistant	17.82
Key Entry Operator I	10.40
Key Entry Operator II	11.62
Messenger (Courier)	9.30
Order Clerk I	14.74
Order Clerk II	16.29
Personnel Assistant (Employment) I	13.05
Personnel Assistant (Employment) II	14.24
Personnel Assistant (Employment) III	16.42
Personnel Assistant (Employment) IV	19.60
Production Control Clerk	17.28
Rental Clerk	15.42
Scheduler, Maintenance	14.06
Secretary I	14.71
Secretary II	15.35
Secretary III	18.49
Secretary IV	19.57
Secretary V	22.79
Service Order Dispatcher	14.04
Stenographer I	14.68
Stenographer II	16.47
Supply Technician	19.57
Survey Worker (Interviewer)	14.94
Switchboard Operator-Receptionist	10.96
Test Examiner	15.35
Test Proctor	15.35
Travel Clerk I	11.63
Travel Clerk II	12.49

Travel Clerk III	13.41
Word Processor I	11.80
Word Processor II	14.22
Word Processor III	16.65
Automatic Data Processing Occupations	
Computer Data Librarian	11.69
Computer Operator I	13.30
Computer Operator II	15.67
Computer Operator III	18.60
Computer Operator IV	18.94
Computer Operator V	22.94
Computer Programmer I (1)	19.64
Computer Programmer II (1)	23.05
Computer Programmer III (1)	26.99
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	26.99
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	14.06
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	21.38
Automotive Glass Installer	17.03
Automotive Worker	17.03
Electrician, Automotive	18.05
Mobile Equipment Servicer	14.94
Motor Equipment Metal Mechanic	19.03
Motor Equipment Metal Worker	17.03
Motor Vehicle Mechanic	19.11
Motor Vehicle Mechanic Helper	16.01
Motor Vehicle Upholstery Worker	17.03
Motor Vehicle Wrecker	17.03
Painter, Automotive	18.05
Radiator Repair Specialist	17.03
Tire Repairer	14.43
Transmission Repair Specialist	19.03
Food Preparation and Service Occupations	
Baker	11.87
Cook I	10.41
Cook II	11.87
Dishwasher	8.76
Food Service Worker	9.01
Meat Cutter	16.07
Waiter/Waitress	8.17
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	18.05
Furniture Handler	12.55
Furniture Refinisher	18.05
Furniture Refinisher Helper	13.85
Furniture Repairer, Minor	16.01
Upholsterer	18.05
General Services and Support Occupations	
Cleaner, Vehicles	9.67
Elevator Operator	9.79
Gardener	12.98
House Keeping Aid I	9.02
House Keeping Aid II	9.28
Janitor	9.64
Laborer, Grounds Maintenance	10.75
Maid or Houseman	9.28
Pest Controller	11.85
Refuse Collector	10.88
Tractor Operator	12.73
Window Cleaner	10.51
Health Occupations	
Dental Assistant	14.36

Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.95
Licensed Practical Nurse I	14.43
Licensed Practical Nurse II	16.20
Licensed Practical Nurse III	18.13
Medical Assistant	11.76
Medical Laboratory Technician	13.93
Medical Record Clerk	13.57
Medical Record Technician	14.21
Nursing Assistant I	8.46
Nursing Assistant II	9.52
Nursing Assistant III	11.94
Nursing Assistant IV	13.40
Pharmacy Technician	11.84
Phlebotomist	11.21
Registered Nurse I	22.54
Registered Nurse II	25.08
Registered Nurse II, Specialist	25.08
Registered Nurse III	32.38
Registered Nurse III, Anesthetist	32.38
Registered Nurse IV	38.81
Information and Arts Occupations	
Audiovisual Librarian	18.95
Exhibits Specialist I	16.79
Exhibits Specialist II	20.99
Exhibits Specialist III	25.84
Illustrator I	17.03
Illustrator II	21.29
Illustrator III	26.20
Librarian	22.33
Library Technician	15.03
Photographer I	13.93
Photographer II	15.64
Photographer III	19.56
Photographer IV	24.08
Photographer V	26.50
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	8.71
Counter Attendant	8.71
Dry Cleaner	9.83
Finisher, Flatwork, Machine	8.71
Presser, Hand	8.71
Presser, Machine, Drycleaning	8.71
Presser, Machine, Shirts	8.71
Presser, Machine, Wearing Apparel, Laundry	8.71
Sewing Machine Operator	10.63
Tailor	12.43
Washer, Machine	9.31
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	18.05
Tool and Die Maker	21.95
Material Handling and Packing Occupations	
Forklift Operator	14.58
Fuel Distribution System Operator	19.38
Material Coordinator	16.97
Material Expediter	16.97
Material Handling Laborer	11.50
Order Filler	13.21
Production Line Worker (Food Processing)	12.80
Shipping Packer	12.21
Shipping/Receiving Clerk	13.09
Stock Clerk (Shelf Stocker; Store Worker II)	12.69
Store Worker I	8.89
Tools and Parts Attendant	16.99
Warehouse Specialist	15.01
Mechanics and Maintenance and Repair Occupations	

Aircraft Mechanic	21.95
Aircraft Mechanic Helper	14.51
Aircraft Quality Control Inspector	23.11
Aircraft Servicer	16.78
Aircraft Worker	17.84
Appliance Mechanic	18.05
Bicycle Repairer	14.43
Cable Splicer	20.93
Carpenter, Maintenance	18.05
Carpet Layer	17.61
Electrician, Maintenance	22.59
Electronics Technician, Maintenance I	16.08
Electronics Technician, Maintenance II	20.88
Electronics Technician, Maintenance III	22.73
Fabric Worker	15.76
Fire Alarm System Mechanic	19.03
Fire Extinguisher Repairer	14.94
Fuel Distribution System Mechanic	20.93
General Maintenance Worker	16.46
Heating, Refrigeration and Air Conditioning Mechanic	19.03
Heavy Equipment Mechanic	19.03
Heavy Equipment Operator	19.31
Instrument Mechanic	19.03
Laborer	10.70
Locksmith	18.05
Machinery Maintenance Mechanic	20.51
Machinist, Maintenance	21.52
Maintenance Trades Helper	13.85
Millwright	19.24
Office Appliance Repairer	18.05
Painter, Aircraft	20.76
Painter, Maintenance	18.05
Pipefitter, Maintenance	19.04
Plumber, Maintenance	18.05
Pneudraulic Systems Mechanic	19.03
Rigger	19.03
Scale Mechanic	17.03
Sheet-Metal Worker, Maintenance	19.03
Small Engine Mechanic	20.05
Telecommunication Mechanic I	19.41
Telecommunication Mechanic II	20.45
Telephone Lineman	20.93
Welder, Combination, Maintenance	19.03
Well Driller	19.03
Woodcraft Worker	19.03
Woodworker	15.32
Miscellaneous Occupations	
Animal Caretaker	8.97
Carnival Equipment Operator	11.11
Carnival Equipment Repairer	11.97
Carnival Worker	7.48
Cashier	8.53
Desk Clerk	9.78
Embalmer	19.04
Lifeguard	9.67
Mortician	21.63
Park Attendant (Aide)	12.15
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.03
Recreation Specialist	15.94
Recycling Worker	14.06
Sales Clerk	10.04
School Crossing Guard (Crosswalk Attendant)	10.34
Sport Official	11.24
Survey Party Chief (Chief of Party)	14.92
Surveying Aide	9.27

Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	14.18
Swimming Pool Operator	13.21
Vending Machine Attendant	10.20
Vending Machine Repairer	13.24
Vending Machine Repairer Helper	10.77
Personal Needs Occupations	
Child Care Attendant	11.37
Child Care Center Clerk	15.86
Chore Aid	8.05
Homemaker	16.45
Plant and System Operation Occupations	
Boiler Tender	20.85
Sewage Plant Operator	19.15
Stationary Engineer	20.85
Ventilation Equipment Tender	13.85
Water Treatment Plant Operator	19.72
Protective Service Occupations	
Alarm Monitor	15.04
Corrections Officer	17.69
Court Security Officer	18.84
Detention Officer	18.29
Firefighter	19.72
Guard I	9.51
Guard II	12.53
Police Officer	20.54
Stevedoring/Longshoremen Occupations.	
Blocker and Bracer	16.46
Hatch Tender	15.74
Line Handler	15.74
Stevedore I	15.47
Stevedore II	17.45
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.96
Air Traffic Control Specialist, Station (2)	19.97
Air Traffic Control Specialist, Terminal (2)	21.99
Archeological Technician I	14.57
Archeological Technician II	16.29
Archeological Technician III	20.20
Cartographic Technician	22.73
Civil Engineering Technician	19.56
Computer Based Training (CBT) Specialist/ Instructor	23.94
Drafter I	12.22
Drafter II	15.30
Drafter III	17.18
Drafter IV	21.49
Engineering Technician I	15.50
Engineering Technician II	17.99
Engineering Technician III	21.63
Engineering Technician IV	24.82
Engineering Technician V	30.35
Engineering Technician VI	36.72
Environmental Technician	19.29
Flight Simulator/Instructor (Pilot)	27.76
Graphic Artist	20.36
Instructor	23.34
Laboratory Technician	15.98
Mathematical Technician	23.39
Paralegal/Legal Assistant I	16.71
Paralegal/Legal Assistant II	21.31
Paralegal/Legal Assistant III	26.07
Paralegal/Legal Assistant IV	31.54
Photooptics Technician	21.06
Technical Writer	23.99
Unexploded (UXO) Safety Escort	18.40
Unexploded (UXO) Sweep Personnel	18.40

Unexploded Ordnance (UXO) Technician I	18.40
Unexploded Ordnance (UXO) Technician II	22.27
Unexploded Ordnance (UXO) Technician III	26.69
Weather Observer, Combined Upper Air and Surface Programs (3)	16.64
Weather Observer, Senior (3)	19.38
Weather Observer, Upper Air (3)	16.64
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	15.09
Parking and Lot Attendant	8.62
Shuttle Bus Driver	12.94
Taxi Driver	10.60
Truckdriver, Heavy Truck	17.52
Truckdriver, Light Truck	11.78
Truckdriver, Medium Truck	14.97
Truckdriver, Tractor-Trailer	17.52

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successive weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole of continuous service with the present contractor or successor, wherever employed, and the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Col Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. a rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours week) and Sunday is part of your regularly scheduled workweek, you are paid at your regular basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery rounds.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employment possibly adjacent to) explosives and incendiary materials which involves potential in

such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differentials.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either the terms of the Government contract, by the employer, by the state or local law, etc) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (\$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid monetary wages and furnished the fringe benefits as are determined. Such conformance process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See S 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation and computes a proposed rate).

2) After contract award, the contractor prepares a written report listing in order (by classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report on the action, together with the agency's recommendations and pertinent information including position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially combine, or subdivide classifications listed in the wage determination.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page

1 of 2

2. AMENDMENT/MODIFICATION NO. 0008	3. EFFECTIVE DATE 04/29/2003	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY No Invoice Information US Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202		7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) DIVERSIFIED TECHNOLOGY SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101 NEWPORT NEWS, VA 23606		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) (X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT001001 (X) 10B. DATED (SEE ITEM 13)	
CODE *		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

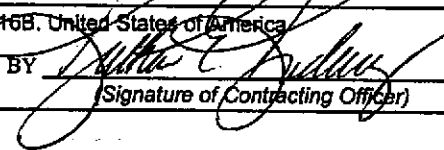
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: The Changes Clause of the Contract.
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
See Attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrewicz
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED BY  (Signature of Contracting Officer)
	16C. DATE SIGNED 04/29/2003

The purpose of this modification to contract number 50-PAPT-0-01001 is to incorporate the new Section B, which delineates the revised unit costs as a result of Department of Labor Wage Determination No. 1994-2103, Revision 28, dated 10/04/2002 provided with Modification MO07. Accordingly, said contract is hereby modified as follows:

1. Incorporate into the subject contract new Section B, "Supplies or Services Prices/Costs" hereby provided as an attachment to this contract modification. Accordingly, remove pages 6 through 12-3 of the current contract and replace with new pages 6 through 12-2 as provided.
2. As a result of this modification the value of the contract increases from \$195,902,374.00 by \$ 7,902,570.00 to a new total of \$ 203,804,944.00.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.8 SCHEDULE OF PRICES

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
1	REFERENCE FILING						
	Estimated Annual Quantity:	Document	3.2 mil	3.2 mil	3.2 mil	3.0 Mil	2.5 mil
	Unit Price:		\$ 0.2471	\$ 0.2598	\$ 0.2893	\$ 0.3189	\$ 0.3287
	Total Price:		\$ 790,720	\$ 831,360	\$ 925,760	\$ 956,700	\$ 821,750
2	EXAMINER SEARCH ROOM MAINTENANCE						
	Estimated Annual Quantity:	Month	12	12	12	12	12
	Unit Price:		\$ 9,303.95	\$ 9,805.37	\$ 10,912.90	\$ 11,942.66	\$ 11,991.42
	Total Price:		\$ 111,647	\$ 117,664	\$ 130,955	\$ 143,312	\$ 143,897
3	SEARCH FILE EXPANSION						
	Estimated Annual Quantity:	Staff Day	1,800	1,800	1,800	1,600	1,600
	Unit Price:		\$ 158.7797	\$ 167.0946	\$ 186.0467	\$ 204.6971	\$ 205.5479
	Total Price:		\$ 285,803	\$ 300,770	\$ 334,884	\$ 327,515	\$ 328,877
4	RECLASSIFICATION--PREPROCESSING						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	50,000
	Unit Price:		\$ 0.5806	\$ 0.5878	\$ 0.6993	\$ 0.8423	\$ 0.8416
	Total Price:		\$ 87,090	\$ 58,780	\$ 52,448	\$ 42,115	\$ 42,080
5	RECLASSIFICATION--DATA CAPTURE						
	Estimated Annual Quantity:	Document	150,000	100,000	75,000	50,000	25,000
	Unit Price:		\$ 0.2483	\$ 0.2313	\$ 0.2418	\$ 0.3082	\$ 0.2871
	Total Price:		\$ 37,245	\$ 23,130	\$ 18,135	\$ 15,410	\$ 7,178

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
6	RECLASSIFICATION FINAL PROCESSING						
	Estimated Annual Quantity:	Document	600,000	600,000	500,000	500,000	500,000
	Unit Price:	\$	0.6500	\$ 0.6618	\$ 0.7309	\$ 0.7901	\$ 0.7900
	Total Price:	\$	390,000	\$ 397,080	\$ 365,450	\$ 395,050	\$ 395,000
7	FILE INVENTORY						
	Estimated Annual Quantity:	Document	1.0 mil	500,000	500,000	150,000	150,000
	Unit Price:	\$	0.1488	\$ 0.1604	\$ 0.1783	\$ 0.2052	\$ 0.2061
	Total Price:	\$	148,800	\$ 80,200	\$ 89,150	\$ 30,780	\$ 30,915
8	FILE INTEGRITY						
	Estimated Annual Quantity:	Document	500,000	300,000	300,000	150,000	150,000
	Unit Price:	\$	0.5524	\$ 0.5800	\$ 0.6449	\$ 0.7581	\$ 0.7582
	Total Price:	\$	276,200	\$ 174,000	\$ 193,470	\$ 113,715	\$ 113,730
9	PROVIDE PATENT COPIES						
	Estimated Annual Quantity:	Document	165,000	150,000	130,000	100,000	100,000
	Unit Price:	\$	2.3219	\$ 2.0840	\$ 2.0167	\$ 2.7450	\$ 2.7465
	Total Price:	\$	383,114	\$ 312,600	\$ 262,171	\$ 274,500	\$ 274,650
10	TECH CENTER COPYING						
	Estimated Annual Quantity:	Image	35.0 mil	38.0 mil	40.0 mil	42.0 mil	42.0 mil
	Unit Price:	\$	0.0658	\$ 0.0682	\$ 0.0737	\$ 0.0784	\$ 0.0795
	Total Price:	\$	2,303,000	\$ 2,591,600	\$ 2,948,000	\$ 3,292,800	\$ 3,339,000
11	WALKUP COPY CENTER						
	Estimated Annual Quantity:	Staff Day	250	250	250	250	250
	Unit Price:	\$	178.5056	\$ 187.4770	\$ 208.7360	\$ 228.9305	\$ 229.5467
	Total Price:	\$	44,626	\$ 46,869	\$ 52,184	\$ 57,233	\$ 57,387

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
12	TECH CENTER FILE ROOM MAINTENANCE						
12a.	ON-SITE						
	Estimated Annual Quantity:	Staff Hour	68,000	70,000	72,000	74,000	75,000
	Unit Price:	\$	18.5322	\$ 20.3538	\$ 21.3214	\$ 24.5182	\$ 24.4913
	Total Price:	\$	1,260,190	\$ 1,424,766	\$ 1,535,141	\$ 1,814,347	\$ 1,836,848
12b.	OFF-SITE						
	Estimated Annual Quantity:	Staff Day		728	1,757	1,757	1,764
	Unit Price:			\$ 185.3492	\$ 199.9917	\$ 204.5232	\$ 204.6043
	Total Price:			\$ 134,934	\$ 351,385	\$ 359,347	\$ 360,922
13	APPLICATION FILE RETRIEVAL						
	Estimated Annual Quantity:	Application	1.2 mil	1.3 mil	1.4 mil	1.5 mil	1.6 mil
	Unit Price:	\$	0.4646	\$ 0.4509	\$ 0.5025	\$ 0.5497	\$ 0.5508
	Total Price:	\$	557,520	\$ 586,170	\$ 703,500	\$ 824,550	\$ 881,280
14	FILE RELOCATION						
	Estimated Annual Quantity:	Application	50,000	50,000	50,000	50,000	50,000
	Unit Price:	\$	1.6879	\$ 1.7291	\$ 1.9233	\$ 2.0949	\$ 2.0941
	Total Price:	\$	84,395	\$ 86,455	\$ 96,165	\$ 104,745	\$ 104,705
15	DOCUMENT RECEIPT AND MAILING						
	Estimated Annual Quantity:	Staff Day	15,500	15,700	16,000	16,500	16,700
	Unit Price:	\$	149.3918	\$ 156.9714	\$ 174.4813	\$ 190.5025	\$ 204.6043
	Total Price:	\$	2,315,573	\$ 2,464,451	\$ 2,791,701	\$ 3,143,291	\$ 3,416,892

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
16	RECEPTIONIST SUPPORT						
	Estimated Annual Quantity:	Hour	1,216	2,088	2,088	2,088	2,096
	Labor Category:						
	DTSV						
	Receptionist						
	Receptionist (Typing)						
	Secretary I						
	Secretary II						
	Secretary III						
	Typist I						
	Typist II						
	Data Entry Clerk						
	General Clerk II						
	General Clerk III						
	Dockets Receptionist						
			\$ 203,856	\$ 484,610	\$ 502,725	\$ 529,520	\$ 527,221
17	PETITIONS SUPPORT						
	Estimated Annual Quantity:	Hour	6,150	10,600	10,600	10,600	10,600
	Unit Price (Jan-May; days):	\$	159.9411				
	Unit Price (June-Jan 2 base yr + all OY):	\$	19.4714	\$ 20.6029	\$ 22.9641	\$ 25.0592	\$ 25.0727
	Total Price:	\$	169,330	\$ 218,391	\$ 243,419	\$ 265,628	\$ 419
18	PCT MAILING						
	Estimated Annual Quantity:	Document	130,000	140,000	150,000	160,000	170,000
	Unit Price:	\$	2.5477	\$ 2.6218	\$ 2.8971	\$ 2.9927	\$ 2.9784
	Total Price:	\$	331,201	\$ 367,052	\$ 434,565	\$ 478,832	\$ 506,328
19	PCT COPY PRODUCTION						
	Estimated Annual Quantity:	Image	6.5 mil	7.1 mil	7.8 mil	8.5 mil	9.0 mil
	Unit Price:	\$	0.0464	\$ 0.0483	\$ 0.0515	\$ 0.0549	\$ 0.0557
	Total Price:	\$	301,600	\$ 342,930	\$ 401,700	\$ 466,650	\$ 501,300
20	PCT COPY ASSEMBLY						
	Estimated Annual Quantity:	Document	29,750	57,000	63,000	68,000	73,000
	Unit Price (Jan-May):	\$	0.4816				
	Unit Price (June-Jan 2 base yr + all OY):	\$	2.5558	\$ 2.6760	\$ 3.0195	\$ 3.2969	\$ 3.2683
	Total Price:	\$	130,327	\$ 152,532	\$ 190,229	\$ 224,189	\$ 238,586

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
21	PCT FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	20,000	20,500	21,000	21,500	22,000
	Unit Price:		\$ 19.2900	\$ 22.1219	\$ 24.6181	\$ 24.9826	\$ 24.9750
	Total Price:		\$ 385,800	\$ 453,499	\$ 516,980	\$ 537,126	\$ 549,450
22	PCT MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	435,000	478,000	525,000	580,000	625,000
	Unit Price:		\$ 0.4324	\$ 0.4445	\$ 0.4856	\$ 0.5036	\$ 0.4987
	Total Price:		\$ 188,094	\$ 212,471	\$ 254,940	\$ 292,088	\$ 311,688
23	PCT FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	55,000	60,000	66,000	72,000	80,000
	Unit Price:		\$ 3.0149	\$ 4.2607	\$ 4.5363	\$ 4.5911	\$ 4.3561
	Total Price:		\$ 165,820	\$ 255,642	\$ 299,396	\$ 330,559	\$ 348,488
24	BIB DATA ENTRY						
	Estimated Annual Quantity:	Hour	12,250	13,500	14,800	16,300	18,000
	Unit Price:		\$ 20.8096	\$ 21.6088	\$ 23.7437	\$ 24.5940	\$ 24.4530
	Total Price:		\$ 254,918	\$ 291,719	\$ 351,407	\$ 400,882	\$ 440,154
25	OIPE FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	15,000	16,500	18,000	19,800	21,800
	Unit Price:		\$ 19.1918	\$ 19.7820	\$ 21.7297	\$ 23.5157	\$ 23.4115
	Total Price:		\$ 287,877	\$ 326,403	\$ 391,135	\$ 465,611	\$ 510,371
26	US MAIL OPEN/SORT						
	Estimated Annual Quantity:	Document	1.9 mil	2.1 mil	2.3 mil	2.5 mil	2.8 mil
	Unit Price:		\$ 0.8719	\$ 1.0206	\$ 1.1218	\$ 1.2253	\$ 1.1963
	Total Price:		\$ 1,656,610	\$ 2,143,260	\$ 2,580,140	\$ 3,063,250	\$ 3,349,640

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
27	US FILE ASSEMBLY						
	Estimated Annual Quantity:	Application	350,000	385,000	424,000	466,000	512,000
	Unit Price:		\$ 2.6779	\$ 5.5926	\$ 6.1827	\$ 6.6956	\$ 6.7098
	Total Price:		\$ 937,265	\$ 2,153,151	\$ 2,621,465	\$ 3,120,150	\$ 3,435,418
28	RAM DATA ENTRY						
	Estimated Annual Quantity:	Application	550,000	1.0 mil	1.2 mil	1.35 mil	1.5 mil
	Unit Price:		\$ 1.3138	\$ 1.3773	\$ 1.4898	\$ 1.6322	\$ 1.6271
	Total Price:		\$ 722,590	\$ 1,377,300	\$ 1,787,760	\$ 2,203,470	\$ 2,440,650
29	FILE INFORMATION UNIT SUPPORT						
	Estimated Annual Quantity:	Staff Day	500	500	500	500	500
	Unit Price:		\$ 152.2590	\$ 160.3510	\$ 178.5452	\$ 195.4839	\$ 196.2870
	Total Price:		\$ 76,130	\$ 80,176	\$ 89,273	\$ 97,742	\$ 98,144
30	SCANNING						
	Estimated Annual Quantity:	Hour	75,250	86,500	99,500	114,500	131,600
	Unit Price:		21.2121	21.1889	21.6395	21.8632	20.8297
	Total Price:		\$ 1,596,211	\$ 1,832,840	\$ 2,153,130	\$ 2,503,336	\$ 2,741,189
31	OVERTIME	Hour					
	Labor Category:						
	DTSV						
	Accounting Technician		\$	\$	\$	\$	\$
	Document Prep Clerk		\$	\$	\$	\$	\$
	Reproduction Clerk		\$	\$	\$	\$	\$
	Repro Clerk--Lead		\$	\$	\$	\$	\$
	Repro Clerk--Night		\$	\$	\$	\$	\$
	File Clerk I		\$	\$	\$	\$	\$
	File Clerk I--Night		\$	\$	\$	\$	\$
	File Clerk II		\$	\$	\$	\$	\$
	Senior File Clerk		\$	\$	\$	\$	\$
	Senior File Clerk--Lead		\$	\$	\$	\$	\$
	Sr File Clerk--Lead, Night		\$	\$	\$	\$	\$
	Senior Lead		\$	\$	\$	\$	\$
	QC Inspector		\$	\$	\$	\$	\$

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
31	OVERTIME (cont'd)						
	Assistant Supervisor	\$		\$	\$	\$	\$
	Asst Supvrs--Night Shift	\$		\$	\$	\$	\$
	Administrative Assistant	\$		\$	\$	\$	\$
	Reports Clerk	\$		\$	\$	\$	\$
	Personnel Administrator	\$		\$	\$	\$	\$
	Processing Clerk I	\$		\$	\$	\$	\$
	Processing Clerk II	\$		\$	\$	\$	\$
	Sr Proc Clerk--Lead	\$		\$	\$	\$	\$
	Receptionist	\$		\$	\$	\$	\$
	Receptionist (Typing)	\$		\$	\$	\$	\$
	Secretary I	\$		\$	\$	\$	\$
	Secretary II	\$		\$	\$	\$	\$
	Secretary III	\$		\$	\$	\$	\$
	Typist I	\$		\$	\$	\$	\$
	Typist II	\$		\$	\$	\$	\$
	Data Entry Clerk	\$		\$	\$	\$	\$
	General Clerk II	\$		\$	\$	\$	\$
	General Clerk III	\$		\$	\$	\$	\$
	Warehouse File Room Sup (Sr. Lead)	\$		\$	\$	\$	\$
	Sr W/house File Dockets Clk			\$	\$	\$	\$
	Warehouse File Dockets Clk			\$	\$	\$	\$
	Dockets Clerk			\$	\$	\$	\$
	Sr Dockets Clerk			\$	\$	\$	\$
	Dockets Receptionist			\$	\$	\$	\$
	JCWS						
	Inspector	\$		\$	\$	\$	\$
	Courier	\$		\$	\$	\$	\$
	Sr Processing Clerk	\$		\$	\$	\$	\$
	Processing Clerk II	\$		\$	\$	\$	\$
	Processing Clerk I	\$		\$	\$	\$	\$
	Support Clerk I	\$		\$	\$	\$	\$
	Support Clerk II	\$		\$	\$	\$	\$
	Sr. Support Clerk	\$		\$	\$	\$	\$
	Data Entry Clerk	\$		\$	\$	\$	\$
	Sr. Scanning Operator	\$		\$	\$	\$	\$
	Scanning Operator	\$		\$	\$	\$	\$
	Secretary II	\$		\$	\$	\$	\$
	Secretary I	\$		\$	\$	\$	\$
	Admin. Clerk	\$		\$	\$	\$	\$
	Documentation Clerk	\$		\$	\$	\$	\$
	Asst. Supervisor--O/PE	\$		\$	\$	\$	\$
	Asst Supervisor O/PE (N)			\$	\$	\$	\$
	Asst. Supervisor RAM			\$	\$	\$	\$
	Reproduction Clerk			\$	\$	\$	\$
	Processing Clerk II (N)			\$	\$	\$	\$
	Scanning Operator (N)			\$	\$	\$	\$
	Secretary III			\$	\$	\$	\$
	Sr Processing Clk (Lead)			\$	\$	\$	\$
	Sr Processing Clerk (N)			\$	\$	\$	\$
	Sr Scanning Operator (N)			\$	\$	\$	\$
	Support Clerk I (N)			\$	\$	\$	\$
	Sr. Warehouse Specialist			\$	\$	\$	\$
	Warehouse Specialist			\$	\$	\$	\$
	Asst Supvrs Form. Review			\$	\$	\$	\$
	Administrative Assistant			\$	\$	\$	\$
	Sr Processing Clk Lead (N)			\$	\$	\$	\$
	QA Inspector (N)			\$	\$	\$	\$
	Sr Support Clerk Lead			\$	\$	\$	\$
	Sr Support Clk Lead (N)			\$	\$	\$	\$

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 EXEMPTION 4 FOIA
 5 USC § 552(b)(4)
 USPTO FOIA 03-131

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
32	PROJECT MANAGEMENT						
	Estimated Annual Quantity:	Staff Month	12	12	12	12	12
	Unit Price (Base yr Jan-May):		\$ 224,092.56				
	Unit Price (Base yr June-Jan 2):		\$ 304,163.24	\$ 357,951.16			
	Unit Price (Opt 1—Jan-Sept):			\$ 357,951.16			
	Unit Price (Opt 1—Oct-Jan 2 +OY):			\$ 379,004.62			
	Unit Price (Opt II, III, IV)				\$ 387,644.13	\$ 444,814.95	\$ 465,795.70
	Total Price:		\$ 3,249,605	\$ 4,358,574	\$ 4,651,730	\$ 5,337,779	\$ 5,589,548
33	PUBLICATIONS FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour	12,159	20,808	20,892	20,832	20,772
	Unit Price:		\$ 21.1014	\$ 21.3773	\$ 23.6954	\$ 25.8534	\$ 21.3247
	Total Price:		\$ 256,572	\$ 444,819	\$ 495,044	\$ 538,578	\$ 442,957
34	EXPANDED PAPER MATCHING						
	Estimated Annual Quantity:	Hour	119,000	212,000	227,000	242,000	259,000
	Unit Price:		\$ 18.7114	\$ 20.2553	\$ 22.5191	\$ 24.5373	\$ 24.5753
	Total Price:		\$ 2,226,857	\$ 4,294,124	\$ 5,111,836	\$ 5,938,027	\$ 6,365,003
35	FORMALITY REVIEW						
	Estimated Annual Quantity:	Hour	84,115	169,932	170,618	170,128	169,638
	Unit Price:		\$ 21.9242	\$ 22.2506	\$ 24.7507	\$ 26.9478	\$ 27.0237
	Total Price:		\$ 1,844,154	\$ 3,781,089	\$ 4,222,915	\$ 4,584,575	\$ 4,584,246
36	INITIAL EXAMINATION SUPPORT						
	Estimated Annual Quantity:	Hour	724	22,542	22,633	22,568	22,503
	Unit Price:		\$ 21.7708	\$ 22.0227	\$ 24.4576	\$ 26.6210	\$ 26.9367
	Total Price:		\$ 15,762	\$ 496,436	\$ 553,549	\$ 600,783	\$ 606,157

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
37	COURIER SUPPORT						
	Estimated Annual Quantity:	Van per Month	4	12	12	12	12
	Unit Price:		\$ 9,017.19	\$ 9,219.12	\$ 9,535.16	\$ 9,750.89	\$ 9,742.79
	Total Price:		\$ 36,069	\$ 110,629	\$ 114,422	\$ 117,011	\$ 116,913
38	US NEW APPLICATION RAM						
	Estimated Annual Quantity:	Application		375,000	420,000	470,400	526,848
	Unit Price:			\$ 2.8552	\$ 3.1432	\$ 3.3796	\$ 3.3582
	Total Price:			\$ 1,070,700	\$ 1,320,144	\$ 1,589,764	\$ 1,769,261
39	PCT RAM						
	Estimated Annual Quantity:	Document		49,500	49,500	49,500	49,500
	Unit Price:			\$ 2.9598	\$ 3.2992	\$ 3.4312	\$ 3.4312
	Total Price:			\$ 146,500	\$ 163,310	\$ 169,844	\$ 169,844
40	TRADEMARKS DOCKETS SUPPORT						
	Estimated Annual Quantity:	Staff Day		1,860	18,223	18,223	18,295
	Unit Price:			\$ 162.9704	\$ 180.4829	\$ 197.7258	\$ 197.9272
	Total Price:			\$ 303,125	\$ 3,288,940	\$ 3,603,157	\$ 3,621,078

ORDER & SUPPLIES OR SERVICES

PAGE OF PAGES

1

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/01/2003		2. CONTRACT NO. (If any) 50PAPT001001		6. SHIP TO: No Contacts Identified	
3. ORDER NO. 46PAPT303007		4. REQUISITION/REFERENCE NO. See Funding Detail		a. NAME OF CONSIGNEE	
5. ISSUING OFFICE (Address correspondence to) Office of Procurement US Patent and Trademark Office 2011 Crystal Drive, Suite 810 Arlington VA 22202				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE e. ZIP CODE
a. NAME OF CONTRACTOR Ginger Smith				f. SHIP VIA	
b. COMPANY NAME DIVERSIFIED TECHNOLOGY				8. TYPE OF ORDER	
c. STREET ADDRESS SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY NEWPORT NEWS		e. STATE VA	f. ZIP CODE 23606	<input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Funding Detail				10. REQUISITIONING OFFICE ASST. COMM. FOR PATENTS	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED							
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
13. PLACE OF						10 days % 20 days % 30 days % days %	
a. INSPECTION		b. ACCEPTANCE					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	SEE LINE ITEM DETAIL					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
21. MAIL INVOICE TO: (703) 305-8083						17(h) TOT. (Cont. pages)
a. NAME U.S. Patent and Trademark Office						
b. STREET ADDRESS (or P.O. Box) Office of Finance, Box 17						
c. CITY Washington		d. STATE DC	e. ZIP CODE 20231			17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)

Kate Kudrewicz

TITLE: CONTRACTING/ORDERING OFFICER

PAGE NO. 2 of 4

RECEIVING REPORT

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS	GROSS WEIGHT	RECEIVED AT	TITLE		

[illegible]

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
3 of 4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/01/2003	CONTRACT NO. 50PAPT001001	ORDER NO. 46PAPT303007
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p><i>Delivery Order DO17. See attached for specific delivery order quantities. The period of performance of this delivery order is April 1, 2003 through April 30, 2003.</i></p> <p>Reference Requisition: 150P0300080</p> <p><i>Procurement P.O.C. Kate Kudrewicz, (703) 305-8324. Program Office COTR, Sally Middleton, (703) 308-7825. Contractor P.O.C. Cal Wilson, (703) 305-6518.</i></p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 171) ➡ \$0.00

Contract Level Funding Summary	Document Number 46PAF-J03007	Title DTSV-DO17	Page 4 of 4
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2003 - - A - 150997 - - 2528 - - T25731 - 150422 - - - - NONCOMP - - - -

\$4,000,000.00

Reference Requisition: 150P0300080

2003 - - A - 150997 - - 2528 - - C25191 - 150422 - - - - NONCOMP - - - -

\$1,000,000.00

Reference Requisition: 150P0300088

2003 - - A - 133100 - - 2528 - - 330140 - 133100 - - - - NONCOMP - - - -

\$360,000.00

Reference Requisition: 133P0300002/0006

Total Funding: \$5,360,000.00

DELIVERY ORDER DO17 - 46-PAPT-3-03007

This delivery order is for the accomplishment of the following services. Although there are specific quantities stated, it should be noted that these quantities are estimates only based on previous history for similar services. The Contractor understands the possibility that there may be wide fluctuations either above or below the stated quantities and agrees that until Government inspection and acceptance have taken place actual quantities will remain unknown. The unit prices shown below are the unit prices for the period of performance for this delivery order. They were derived and negotiated under each of the corresponding line items of the subject contract and, unless adjusted by modification, will not change based on a fluctuation of quantities. The total price will be calculated at the end of each month with the use of actual figures. The total shown for the purposes of this delivery order is the Government's best estimate of the cost for services rendered for the period of performance and equals the total dollar amount obligated by this delivery order.

CONTRACT LINE ITEM DESCRIPTION AND UNIT PRICES FOR
EXAMINING CORPS SUPPORT-PATENT FILE MAINTENANCE
AND CLASSIFICATION SUPPORT PROCESSING

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
0001D	REF. FILING	250,000	DOCS	\$ 0.2934	
0002D	ESR MAINTENANCE	1	MONTH	\$10,984.24	
0003D	SCH FILE EXPANSION	133	STAFF DAY	\$188.2881	
0004D	PREPROCESSING	4,167	DOCS	\$ 0.7832	
0005D	DATA CAPTURE	4,167	DOCS	\$ 0.2872	
0006D	FINAL PROCESS.	41,667	DOCS	\$ 0.7308	
0007D	FILE INVENTORY	12,500	DOCS	\$ 0.1888	
0008D	FILE INTEGRITY	12,500	DOCS	\$ 0.7497	
0009D	PROVIDE PATENT COPIES	8,333	DOCS	\$ 2.6119	
0010D	TECH CENTER COPYING	3,500,000	IMAGE	\$ 0.0742	
0011D	WALKUP COPY CENTER	21	STAFF DAY	\$210.6093	
0012D	TECH CENTER FILE ROOM MAINTENANCE				
0012aD	ON-SITE	6,167	STAFF HOUR	\$ 22.5488	
0012bD	OFF-SITE	146	STAFF DAY	\$200.9124	

CONTRACT NO.: 50-PAPT-0-01001
DELIVERY ORDER NO.: 46-PAPT-3-03007

ORDER NO.: DO17

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
0013D	APPLICATION FILE RETRIEVAL	0	APPS	\$.5054	
0014D	FILE RELOCATION	4,167	APPS	\$ 1.9231	
0015D	DOCUMENT RECEIPT AND MAILING	1,375	STAFF DAY	\$175.2547	
0016D	RECEPTIONIST SUPPORT				
	RECEPTIONIST (Typing)	174	HOURS		
	TYPIST II	174	HOURS		
	SECRETARY I	174	HOURS		
	SECRETARY III	174	HOURS		
	GENERAL CLERK II	174	HOURS		
	DOCKETS RECEPTIONIST	174	HOURS		
0017D	PETITIONS SUPPORT	883	HOURS	\$23.0306	
0018D	PCT MAILING	13,333	DOC	\$ 2.8807	
0019D	PCT COPY PRODUCTION	708,333	IMAGE	\$ 0.0525	
0020D	PCT COPY ASSEMBLY	5,667	DOC	\$ 3.0317	
0021D	PCT FILE ROOM MAINTENANCE-- REGULAR TIME	1,792	HOURS	\$ 24.7996	
0022D	PCT MAIL OPEN/SORT	48,333	DOC	\$ 0.4850	
0023D	PCT FILE ASSEMBLY	6,000	APPS	\$ 4.3676	
0024D	BIB DATA ENTRY	1,358	HOURS	\$23.6343	

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EXEMPTION 4 FOIA
5 USC § 552(b)(4)
USPTO FOIA 03-131

CONTRACT NO.: 50-PAPT-0-01001
DELIVERY ORDER NO.: 46-PAPT-3-03007

ORDER NO.: DO17

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
0025D	OIPE FILE ROOM MAINTENANCE REGULAR TIME	1,650	HOURS	\$21.6497	
0026D	US MAIL OPEN/SORT	208,333	DOCS	\$ 1.1284	
0027D	US FILE ASSEMBLY	38,833	APPS	\$ 6.1637	
0028D	RAM DATA ENTRY	112,500	APPS	\$ 1.4691	
0029D	FILE INFORMATION UNIT SUPPORT	42	STAFF DAY	\$179.7765	
0030D	SCANNING	9,542	HOURS	\$ 20.3700	
0031D	OVERTIME DTSV Accounting Technician Document Prep. Clerk Reproduction Clerk Repro. Clerk - Lead Repro. Clerk - Night File Clerk I File Clerk I - Night File Clerk II Senior File Clerk Senior File Clerk - Lead Senior File Clerk - Lead Night Senior Lead QC Inspector Assistant Supervisor Asst. Super. Night Shift Administrative Assistant Reports Clerk Personnel Administrator Processing Clerk I Processing Clerk II Sr. Proc. Clerk - Lead Receptionist Receptionist Typing Secretary I Secretary II Secretary III Typist I	500*	HOUR		

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)
USPTO FOIA 03-131

CONTRACT NO.: 50-PAPT-0-01001
DELIVERY ORDER NO.: 46-PAPT-3-03007

ORDER NO.: DO17

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
	Typist II				
	Data Entry Clerk				
	General Clerk II				
	General Clerk III				
	Warehouse File Room Supervisor (Sr. Lead)				
	Sr. Warehouse File Dockets Clerk				
	Warehouse File Dockets Clerk				
	Dockets Clerk				
	Sr. Dockets Clerk				
	Dockets Receptionist				
	OVERTIME JCWS		HOUR		
	Inspector				
	Courier				
	Sr. Processing Clerk				
	Processing Clerk II				
	Processing Clerk I				
	Support Clerk I				
	Support Clerk II				
	Sr. Support Clerk				
	Data Entry Clerk				
	Sr. Scanning Operator				
	Scanning Operator				
	Secretary II				
	Secretary I				
	Admin Clerk				
	Documentation Clerk				
	Asst. Supervisor - OIPE				
	Asst. Supervisor - OIPE Night				
	Asst. Supervisor RAM				
	Reproduction Clerk				
	Processing Clerk II Night				
	Scanning Operator Night				
	Secretary III				
	Sr. Processing Clerk Lead				
	Sr. Processing Clerk Night				
	Sr. Scanning Operator Night				
	Support Clerk I Night				
	Sr. Warehouse Specialist				
	Warehouse Specialist				
	Asst. Sup. Formality Review				
	Administrative Assistant				
	Sr. Processing Clerk Lead Night				
	QA Inspector Night				
	Sr. Support Clerk Lead				
	Sr. Support Clerk Lead Night				

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)
USPTO FOIA 03-131

CONTRACT NO.: 50-PAPT-0-01001
DELIVERY ORDER NO.: 46-PAPT-3-03007

ORDER NO.: DO17

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
0032D	PROJECT MANAGEMENT	1	STAFF MONTH	\$391,500.75	
0033D	PUBLICATIONS FILE ROOM MAINTENANCE	1,736	HOURS	\$ 23.8227	
0034D	EXPANDED PAPER MATCHING	20,167	HOURS	\$22.6014	
0035D	FORMALITIES REVIEW	14,177	HOURS	\$24.8221	
0036D	INITIAL EXAMINATION SUPPORT	1,881	HOURS	\$24.5226	
0037D	COURIER SUPPORT	1	MONTH	\$9,696.02	
0038D	US NEW APPLICATION RAM	39,200	APP	\$ 3.1116	
0039D	PCT RAM	4,125	DOCS	\$ 3.2985	
0040D	TRADEMARKS DOCKET SUPPORT	1,519	STAFF DAY	\$181.8690	
DELIVERY ORDER TOTAL:				\$ 5,360,000.00	

REMARKS OR SPECIFIC INSTRUCTIONS:

The period of performance for this delivery order is April 1, 2003 through April 30, 2003. This delivery order is entered into under the authority of the Contracting Officer, and the ordering clause (Section B, Clause B.2 - FAR 52.216-18 (OCT 1995)) of the subject contract.

*This CLIN will be used in accordance with Clause B.7 of the subject contract.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 4 PAGES

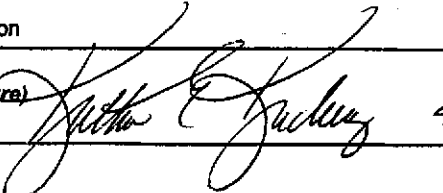
IMPORTANT: Mark all packages and pages with contract and/or order numbers.

1. DATE OF ORDER 04/30/2003		2. CONTRACT NO. (If any) 50PAPT001001		6. SHIP TO:	
3. ORDER NO. 46PAPT303008		4. REQUISITION/REFERENCE NO. See Funding Detail		a. NAME OF CONSIGNEE No Shipping Information	
5. ISSUING OFFICE (Address correspondence to) Office of Procurement US Patent and Trademark Office 2011 Crystal Drive, Suite 810 Arlington VA 22202				b. STREET ADDRESS	
				c. CITY	d. STATE e. ZIP CODE
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR				8. TYPE OF ORDER	
b. COMPANY NAME DIVERSIFIED TECHNOLOGY				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY NEWPORT NEWS	e. STATE VA	f. ZIP CODE 23606			
9. ACCOUNTING AND APPROPRIATION DATA See Funding Detail				10. REQUISITIONING OFFICE ASST. COMM. FOR PATENTS	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED							
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS 10 days % 20 days % 30 days % days %	
13. PLACE OF							
a. INSPECTION	b. ACCEPTANCE						

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	SEE LINE ITEM DETAIL						
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO: No Contacts Identified						
	a. NAME U.S. Patent and Trademark Office						
	b. STREET ADDRESS (or P.O. Box) Office of Finance-703/305-8083, Box 17					\$18,720,000.00	17(i) GRAND TOTAL
	c. CITY Washington		d. STATE DC	e. ZIP CODE 20231			

22. UNITED STATES OF AMERICA BY (Signature)  4/30/03	23. NAME (Typed) Kate Kudrewicz TITLE: CONTRACTING/ORDERING OFFICER
--	---

PAGE NO. 2 of 4

RECEIVING REPORT

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS	GROSS WEIGHT		RECEIVED AT	TITLE	

[illegible]

PAGE NO.
3 of 4

DATE OF ORDER

04/30/2003

CONTRACT NO.

50PAPT001001

ORDER NO.

46PAPT303008

0001

Procurement P.O.C. Kate Kudrewicz, (703) 305-8324. Program Office
COTR, Sally Middleton, (703) 308-7825. Contractor P.O.C. Cal Wilson,
(703) 305-6518.

0.00

0.000

0.00

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17I) ➡ \$0.00

Contract Level Funding Summary	Document Number 46PAH-1303008	Title DTSV DO18	Page 4 of 4
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2003 - - A - 150997 - - 2528 - - T25731 - 150422 - - - - NONCOMP - - - -

\$14,000,000.00

Reference Requisition: 150P0300119/0001

2003 - - A - 150997 - - 2528 - - C25191 - 150422 - - - - NONCOMP - - - -

\$4,000,000.00

Reference Requisition: 150P0300120/0001

2003 - - A - 133100 - - 2528 - - 330140 - 133100 - - - - NONCOMP - - - -

\$720,000.00

Reference Requisition: 133P0300002/0007

Total Funding: \$18,720,000.00

DELIVERY ORDER DO18 -- 46-PAPT-3-03008

This delivery order is for the accomplishment of the following services. Although there are specific quantities stated, it should be noted that these quantities are estimates only based on previous history for similar services. The Contractor understands the possibility that there may be wide fluctuations either above or below the stated quantities and agrees that until Government inspection and acceptance have taken place actual quantities will remain unknown. The unit prices shown below are the unit prices for the period of performance for this delivery order. They were derived and negotiated under each of the corresponding line items of the subject contract and, unless adjusted by modification, will not change based on a fluctuation of quantities. The total price will be calculated at the end of each month with the use of actual figures. The total shown for the purposes of this delivery order is the Government's best estimate of the cost for services rendered for the period of performance and equals the total dollar amount obligated by this delivery order.

CONTRACT LINE ITEM DESCRIPTION AND UNIT PRICES FOR
EXAMINING CORPS SUPPORT-PATENT FILE MAINTENANCE
AND CLASSIFICATION SUPPORT PROCESSING

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
0001D	REF. FILING	500,000	DOCS	\$ 0.3189	
0002D	ESR MAINTENANCE	2	MONTH	\$11,942.66	
0003D	SCH FILE EXPANSION	267	STAFF DAY	\$204.6971	
0004D	PREPROCESSING	8,333	DOCS	\$ 0.8423	
0005D	DATA CAPTURE	8,333	DOCS	\$ 0.3082	
0006D	FINAL PROCESS.	83,333	DOCS	\$ 0.7901	
0007D	FILE INVENTORY	25,000	DOCS	\$ 0.2052	
0008D	FILE INTEGRITY	25,000	DOCS	\$ 0.7581	
0009D	PROVIDE PATENT COPIES	16,667	DOCS	\$ 2.7450	
0010D	TECH CENTER COPYING	7,000,000	IMAGE	\$ 0.0784	
0011D	WALKUP COPY CENTER	42	STAFF DAY	\$228.9305	
0012D	TECH CENTER FILE ROOM MAINTENANCE				
0012aD	ON-SITE	12,333	STAFF HOUR	\$ 24.5182	
0012bD	OFF-SITE	293	STAFF DAY	\$204.5232	

CONTRACT NO.: 50-PAPT-0-01001
DELIVERY ORDER NO.: 46-PAPT-3-03008

ORDER NO.: DO18

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
0013D	APPLICATION FILE RETRIEVAL	0	APPS	\$.5497	
0014D	FILE RELOCATION	8,333	APPS	\$ 2.0949	
0015D	DOCUMENT RECEIPT AND MAILING	2,750	STAFF DAY	\$190.5025	
0016D	RECEPTIONIST SUPPORT				
	RECEPTIONIST (Typing)	348	HOURS		
	TYPIST II	348	HOURS		
	SECRETARY I	348	HOURS		
	SECRETARY III	348	HOURS		
	GENERAL CLERK II	348	HOURS		
	DOCKETS RECEPTIONIST	348	HOURS		
0017D	PETITIONS SUPPORT	1,767	HOURS	\$25.0952	
0018D	PCT MAILING	26,667	DOC	\$ 2.9927	
0019D	PCT COPY PRODUCTION	1,416,667	IMAGE	\$ 0.0549	
0020D	PCT COPY ASSEMBLY	11,333	DOC	\$ 3.2969	
0021D	PCT FILE ROOM MAINTENANCE-- REGULAR TIME	3,583	HOURS	\$ 24.9826	
0022D	PCT MAIL OPEN/SORT	96,667	DOC	\$ 0.5036	
0023D	PCT FILE ASSEMBLY	12,000	APPS	\$ 4.5911	
0024D	BIB DATA ENTRY	2,717	HOURS	\$24.5940	

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)
USPTO FOIA 03-131

CONTRACT NO.: 50-PAPT-0-01001
 DELIVERY ORDER NO.: 46-PAPT-3-03008

ORDER NO.: DO18

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
0025D	OIPE FILE ROOM MAINTENANCE REGULAR TIME	3,300	HOURS	\$23.5157	
0026D	US MAIL OPEN/SORT	416,667	DOCS	\$ 1.2253	
0027D	US FILE ASSEMBLY	77,667	APPS	\$ 6.6956	
0028D	RAM DATA ENTRY	225,000	APPS	\$ 1.6322	
0029D	FILE INFORMATION UNIT SUPPORT	83	STAFF DAY	\$195.4839	
0030D	SCANNING	19,083	HOURS	\$ 21.8632	
0031D	OVERTIME DTSV Accounting Technician Document Prep. Clerk Reproduction Clerk Repro. Clerk – Lead Repro. Clerk - Night File Clerk I File Clerk I – Night File Clerk II Senior File Clerk Senior File Clerk – Lead Senior File Clerk – Lead Night Senior Lead QC Inspector Assistant Supervisor Asst. Super. Night Shift Administrative Assistant Reports Clerk Personnel Administrator Processing Clerk I Processing Clerk II Sr. Proc. Clerk – Lead Receptionist Receptionist Typing Secretary I Secretary II Secretary III Typist I	500*	HOUR		

DOCUMENT REDACTED
 EXEMPTION 4 FOIA
 5 USC § 552(b)(4)
 USPTO FOIA 03-131

CONTRACT NO.: 50-PAPT-0-01001
DELIVERY ORDER NO.: 46-PAPT-3-03008

ORDER NO.: DO18

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
	Typist II				
	Data Entry Clerk				
	General Clerk II				
	General Clerk III				
	Warehouse File Room Supervisor (Sr. Lead)				
	Sr. Warehouse File Dockets Clerk				
	Warehouse File Dockets Clerk				
	Dockets Clerk				
	Sr. Dockets Clerk				
	Dockets Receptionist				
	OVERTIME JCWS		HOUR		
	Inspector				
	Courier				
	Sr. Processing Clerk				
	Processing Clerk II				
	Processing Clerk I				
	Support Clerk I				
	Support Clerk II				
	Sr. Support Clerk				
	Data Entry Clerk				
	Sr. Scanning Operator				
	Scanning Operator				
	Secretary II				
	Secretary I				
	Admin Clerk				
	Documentation Clerk				
	Asst. Supervisor - OIPE				
	Asst. Supervisor - OIPE Night				
	Asst. Supervisor RAM				
	Reproduction Clerk				
	Processing Clerk II Night				
	Scanning Operator Night				
	Secretary III				
	Sr. Processing Clerk Lead				
	Sr. Processing Clerk Night				
	Sr. Scanning Operator Night				
	Support Clerk I Night				
	Sr. Warehouse Specialist				
	Warehouse Specialist				
	Asst. Sup. Formality Review				
	Administrative Assistant				
	Sr. Processing Clerk Lead Night				
	QA Inspector Night				
	Sr. Support Clerk Lead				
	Sr. Support Clerk Lead Night				

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)
USPTO FOIA 03-131

CONTRACT NO.: 50-PAPT-0-01001
DELIVERY ORDER NO.: 46-PAPT-3-03008

ORDER NO.: DO18

CONTRACT LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
0032D	PROJECT MANAGEMENT	2	STAFF MONTH	\$444,814.95	
0033D	PUBLICATIONS FILE ROOM MAINTENANCE	3,472	HOURS	\$ 25.8534	
0034D	EXPANDED PAPER MATCHING	40,333	HOURS	\$24.5373	
0035D	FORMALITIES REVIEW	28,355	HOURS	\$26.9478	
0036D	INITIAL EXAMINATION SUPPORT	3,761	HOURS	\$26.6210	
0037D	COURIER SUPPORT	4	MONTH	\$9,750.89	
0038D	US NEW APPLICATION RAM	78,400	APP	\$ 3.3796	
0039D	PCT RAM	8,250	DOCS	\$ 3.4312	
0040D	TRADEMARKS DOCKET SUPPORT	3,037	STAFF DAY	\$197.7258	
DELIVERY ORDER TOTAL:				<u>\$18,720,000.00</u>	

REMARKS OR SPECIFIC INSTRUCTIONS:

The period of performance for this delivery order is May 1, 2003 through June 30, 2003. This delivery order is entered into under the authority of the Contracting Officer, and the ordering clause (Section B, Clause B.2 - FAR 52.216-18 (OCT 1995)) of the subject contract.

*This CLIN will be used in accordance with Clause B.7 of the subject contract.

DEC-11-2003 18:25 USPTO PROCUREMENT
 AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

703 309 5484 P.02/05

1. CONTRACT ID CODE
 Page
 1 of 2

2. AMENDMENT/MODIFICATION NO. 0009	3. EFFECTIVE DATE 12/11/2003	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY No Invoice Information US Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202		CODE 17	7. ADMINISTERED BY (If other than Item 5) CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) DUNNS: 11-9074631 DIVERSIFIED TECHNOLOGY SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101 NEWPORT NEWS, VA 23606		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. 30PAPT001001 10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: The Changes clause of the contract.
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 4 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
See attached.

Except as provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Virginia Smith, Sr. Vice Pres.	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudryk
15B. CONTRACTOR/OFFEROR Virginia Smith	16B. United States of America
15C. DATE SIGNED 12-12-03	16C. DATE SIGNED 12/15/03
(Signature of person authorized to sign)	(Signature of Contracting Officer)

Contract 50-PAPT-0-01001

Modification MO09

The purpose of this modification to contract number 50-PAPT-0-01001 is to exercise option period 4, and incorporate the Central Contractor Registration clause under this contract. Accordingly, said contract is hereby modified as follows:

1. In accordance with clause H.2 entitled, Option to Extend the Term of the Contract, and the letter dated November 26, 2003, providing preliminary notice of the Government's intention to exercise option period 4 of the contract, the Government hereby exercises that option. The effective date of option period three will be from January 3, 2004 through January 2, 2005 thus extending the period of performance of the contract.
2. Incorporate into Section I of the subject contract the attached new clause number I.8, entitled, "52.204-7 Alt I CENTRAL CONTRACTOR REGISTRATION (OCTOBER 2003).

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

I.8 52.204-7 Alt I CENTRAL CONTRACTOR REGISTRATION (OCTOBER 2003)

a) *Definitions.* As used in this clause-

Central Contractor Registration (CCR) database means the primary Government repository for Contractor information required for the conduct of business with the Government.

Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

Registered in the CCR database means that-

- (1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and
- (2) The Government has validated all mandatory data fields and has marked the record "Active".

(b)(1) The Contractor shall be registered in the CCR database by December 31, 2003. The Contractor shall maintain registration during performance and through final payment of this contract.

(2) The Contractor shall enter, in the block with its name and address on the cover page of the SF 30, Amendment of solicitation/ Modification of Contract, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the Contractor's name and address exactly as stated in this contract. The DUNS number will be used by the Contracting Officer to verify that the Contractor is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number-

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at [http:// www.dnb.com](http://www.dnb.com); or (ii) If located outside the United States, by contacting the local Dun and Bradstreet

(2) The offeror should be prepared to provide the following information:

- (i) Company legal business.
- (ii) Trade style, doing business, or other name by which your entity is commonly recognized.
- (iii) Company Physical Street Address, City, State, and Zip Code.
- (iv) Company Mailing Address, City, State and Zip Code (if separate from physical).
- (v) Company Telephone Number.
- (vi) Date the company was started.
- (vii) Number of employees at your location.
- (viii) Chief executive officer/key manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	Page 1 of 3
2. AMENDMENT/MODIFICATION NO. 0010	3. EFFECTIVE DATE 08/04/2004	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)		
6. ISSUED BY No Invoice Information US Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202		CODE 17	7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) DIVERSIFIED TECHNOLOGY SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101 NEWPORT NEWS, VA 23606			9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) (X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT001001 (X) 10B. DATED (SEE ITEM 13)		
CODE *			FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

No Funding Information

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: The Changes Clause of the Contract.
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
See attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Colin J. Wilson</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrewicz
15B. CONTRACTOR/OFFEROR <i>Colin J. Wilson</i> (Signature of person authorized to sign)	15C. DATE SIGNED 8-4-04
16B. United States of America BY <i>Kate Kudrewicz</i> (Signature of Contracting Officer)	16C. DATE SIGNED 08/04/2004

The purpose of this modification to contract number 50-PAPT-0-01001 is to incorporate new Section B, revisions to Section C and provide new attachments in Section J. Accordingly, said contract is hereby modified as follows:

1. A new Section B, "Supplies or Services Prices/Costs" is hereby provided as an attachment to this contract modification for incorporation into the subject contract. Accordingly, remove pages 6 through 12-2 of the current contract and replace with new pages 6 through 12-3 provided. Contract line items (CLINs) that have been changed as a result of this modification include the incorporation of Department of Labor Wage Determination No. 94-2103 Revision 30 dated 6/30/2003 and the following:

- CLIN 0012 – File Room Maintenance was renegotiated based on an increase of the volume estimate due to a change in the requirement. Revised statement of work provided. New pricing retroactive to January 3, 2004.
- CLIN 0025 – OIPE File Room Maintenance was renegotiated based on a reduction of the volume estimate due to a change in the requirement. New pricing retroactive to January 3, 2004.
- CLIN 0027 – Document Indexing formally entitled File Assembly was renamed and renegotiated based revised requirement to process newly received applications in IFW. Revised statement of work provided. New pricing retroactive to January 3, 2004.
- CLIN 0030 – Scanning was revised to include new labor categories as a result of changes to the CLIN. Revised statement of work provided. New pricing retroactive to January 3, 2004.
- CLIN 0032 – Project Management was renegotiated to include new positions required to support significant growth of the contract. New pricing retroactive to June 30, 2003.
- CLIN 0035 – Formalities Review is renegotiated based on a need to split shifts due to severe space problems in OIPE. Revised statement of work provided. New pricing retroactive to January 3, 2004.
- CLIN 0036 – Initial Examination Support is renegotiated based on a reduction of the volume estimate due to a change in the requirement. Revised statement of work provided. New pricing retroactive to January 3, 2004.
- CLIN 0037 – Courier Support is renegotiated based on a increase in the requirement to provide support to the new USPTO location in Alexandria. Revised statement of work provided. New pricing retroactive to January 3, 2004.
- CLIN 0041 – Technology Center Indexing and Scanning is a new CLIN to support indexing and scanning in IFW of outgoing documents in the TC's to eliminate the need to move the documents back to OIPE. Revised statement of work provided. New pricing retroactive to January 3, 2004.

- CLIN 0042 – Backfile Conversion is a new CLIN to support the conversion of all existing paper application files to IFW. Revised statement of work provided. New pricing retroactive to January 3, 2004.
- CLIN 0043 – IFW Customer Support is a new CLIN established to provide customer support to the examiners and other IFW users. Revised statement of work provided. New pricing retroactive to January 3, 2004.

2. Replacement pages to Section C, "Statement of Work" are hereby provided for incorporation into the subject contract. In summary the changes are as follows:

- Remove pages 22-24 and replace with new pages 22-24-1 provided.
- Remove pages 26-28 and replace with new pages 26-28 provided.
- Remove pages 30-38 and replace with new pages 30-38-1 provided.
- Remove pages 39-2 – 39-3 and replace with new pages 39-2 - 39-3 provided.
- Remove page 39-7 and replace with new pages 39-7-39-11 provided.

3. Replacement pages to Section J, "Attachments" are hereby provided for incorporation into the subject contract. In summary the changes are as follows:

- Remove page 65 and replace with new page 65 provided.
- Remove from Section J, Attachment 11 in its entirety. This attachment is not being replaced at this time.
- Remove from Section J, Attachment 7 in its entirety and replace with revised Attachment 7 provided.
- Remove from Section J, Attachment 9 in its entirety and replace with revised Attachment 9 provided.
- Incorporate into Section J, new Attachment 18.

4. As a result of this modification the value of the contract increases from \$203,804,944 by \$29,561,265.38 to a new total of \$233,366,209.38.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.8 SCHEDULE OF PRICES

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
1	REFERENCE FILING						
	Estimated Annual Quantity:	Document					
	Unit Price:		\$				
	Total Price:		\$	790,720			
2	EXAMINER SEARCH ROOM MAINTENANCE						
	Estimated Annual Quantity:	Month					
	Unit Price:		\$				
	Total Price:		\$	111,647			
3	SEARCH FILE EXPANSION						
	Estimated Annual Quantity:	Staff Day					
	Unit Price:		\$				
	Total Price:		\$	285,803			
4	RECLASSIFICATION-- PREPROCESSING						
	Estimated Annual Quantity:	Document					
	Unit Price:		\$				
	Total Price:		\$	87,090			
5	RECLASSIFICATION-- DATA CAPTURE						
	Estimated Annual Quantity:	Document					
	Unit Price:		\$				
	Total Price:		\$	37,245			

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
6	RECLASSIFICATION FINAL PROCESSING						
	Estimated Annual Quantity:	Document					
	Unit Price:		\$				
	Total Price:		\$ 390,000				
7	FILE INVENTORY						
	Estimated Annual Quantity:	Document					
	Unit Price:		\$				
	Total Price:		\$ 148,800				
8	FILE INTEGRITY						
	Estimated Annual Quantity:	Document					
	Unit Price:		\$				
	Total Price:		\$ 276,200				
9	PROVIDE PATENT COPIES						
	Estimated Annual Quantity:	Document					
	Unit Price:		\$				
	Total Price:		\$ 383,114				
10	TECH CENTER COPYING						
	Estimated Annual Quantity:	Image					
	Unit Price:		\$				
	Total Price:		\$ 2,303,000				
11	WALKUP COPY CENTER						
	Estimated Annual Quantity:	Staff Day					
	Unit Price:		\$				
	Total Price:		\$ 44,628				

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
12	TECH CENTER FILE ROOM MAINTENANCE						
12a.	ON-SITE						
	Estimated Annual Quantity:	Staff Hour					
	Unit Price:		\$				
	Total Price:		\$	1,260,190			
12b.	OFF-SITE						
	Estimated Annual Quantity:	Staff Day					
	Unit Price:						
	Total Price:						
13	APPLICATION FILE RETRIEVAL						
	Estimated Annual Quantity:	Application					
	Unit Price:		\$				
	Total Price:		\$	557,520			
14	FILE RELOCATION						
	Estimated Annual Quantity:	Application					
	Unit Price:		\$				
	Total Price:		\$	84,395			
15	DOCUMENT RECEIPT AND MAILING						
	Estimated Annual Quantity:	Staff Day					
	Unit Price:		\$				
	Total Price:		\$	2,315,573			

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 U.S.C. § 552(b)(4)

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
16	RECEPTIONIST SUPPORT						
	Estimated Annual Quantity:	Hour					
	Labor Category:						
	DTSV						
	Receptionist		\$				
	Receptionist (Typing)		\$				
	Secretary I		\$				
	Secretary II		\$				
	Secretary III		\$				
	Typist I		\$				
	Typist II		\$				
	Data Entry Clerk		\$				
	General Clerk II		\$				
	General Clerk III		\$				
	Dockets Receptionist		\$				
			\$ 203,858				
17	PETITIONS SUPPORT						
	Estimated Annual Quantity:	Hour					
	Unit Price (Jan-May; days):		\$				
	Unit Price (June-Jan 2 base yr + all OY):		\$				
	Total Price:		\$ 169,330				
18	PCT MAILING						
	Estimated Annual Quantity:	Document					
	Unit Price:		\$				
	Total Price:		\$ 331,201				
19	PCT COPY PRODUCTION						
	Estimated Annual Quantity:	Image					
	Unit Price:		\$				
	Total Price:		\$ 301,600				
20	PCT COPY ASSEMBLY						
	Estimated Annual Quantity:	Document					
	Unit Price (Jan-May):		\$				
	Unit Price (June-Jan 2 base yr + all OY):		\$				
	Total Price:		\$ 130,327				

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 U.S.C. § 552(b)(4)

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)	
21	PCT FILE ROOM MAINTENANCE							
	Estimated Annual Quantity:	Hour						
	Unit Price:		\$					
	Total Price:		\$	385,800				
22	PCT MAIL OPEN/SORT							
	Estimated Annual Quantity:	Document						
	Unit Price:		\$					
	Total Price:		\$	188,094				
23	PCT FILE ASSEMBLY							
	Estimated Annual Quantity:	Application						
	Unit Price:		\$					
	Total Price:		\$	165,820				
24	BIB DATA ENTRY							
	Estimated Annual Quantity:	Hour	DOCUMENT REDACTED EXEMPTION 4 FOIA 5 U.S.C. § 552(b)(4)					
	Unit Price:							\$
	Total Price:							\$
25	OIPE FILE ROOM MAINTENANCE							
	Estimated Annual Quantity:	Hour						
	Unit Price:		\$					
	Total Price:		\$	287,877				
26	US MAIL OPEN/SORT							
	Estimated Annual Quantity:	Document						
	Unit Price:		\$					
	Total Price:		\$	1,656,610				

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
27	DOCUMENT INDEXING						
27a.	APPLICATIONS						
	Estimated Annual Quantity:	Application					
	Unit Price:						
	Total Price:						
27b.	FOLLOWON PAPERS						
	Estimated Annual Quantity:	Document					
	Unit Price:						
	Total Price:						
28	RAM DATA ENTRY						
	Estimated Annual Quantity:	Application					
	Unit Price:	\$					
	Total Price:	\$	722,590				
29	FILE INFORMATION UNIT SUPPORT						
	Estimated Annual Quantity:	Staff Day					
	Unit Price:	\$					
	Total Price:	\$	76,130				
30	SCANNING						
	Estimated Annual Quantity:	Hour					
	Unit Price:						
	Total Price:	\$	1,596,211				

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
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31 OVERTIME Hour

Labor Category:

DTSV

Accounting Technician
Document Prep Clerk
Reproduction Clerk
Repro Clerk-Lead
Repro Clerk-Night
File Clerk I
File Clerk I-Night
File Clerk II
Senior File Clerk
Senior File Clerk-Lead
Sr File Clerk-Lead, Night
Senior Lead
QC Inspector
Assistant Supervisor
Asst Supvr-Night Shift
Administrative Assistant
Reports Clerk
Personnel Administrator
Processing Clerk I
Processing Clerk II
Sr Proc Clerk-Lead
Receptionist
Receptionist (Typing)
Secretary I
Secretary II
Secretary III
Typist I
Typist II
Data Entry Clerk
General Clerk II
General Clerk III
Warehouse File Room Sup
(Sr. Lead)
Sr W/ouse File Dockets Clk
Warehouse File Dockets Clk
Dockets Clerk
Sr Dockets Clerk
Dockets Receptionist

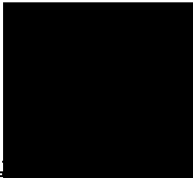


JCWS

Inspector
Courier
Sr Processing Clerk
Processing Clerk II
Processing Clerk I
Support Clerk I
Support Clerk II
Sr. Support Clerk
Data Entry Clerk
Sr. Scanning Operator
Scanning Operator
Secretary II
Secretary I
Admin. Clerk
Documentation Clerk
Asst. Supervisor-OIPE
Asst Supervisor OIPE (N)
Asst. Supervisor RAM
Reproduction Clerk
Processing Clerk II (N)
Scanning Operator (N)

**DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 U.S.C. § 552(b)(4)**

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
31	OVERTIME (cont'd)						
	Secretary III						
	Sr Processing Clk (Lead)						
	Sr Processing Clerk (N)						
	Sr Scanning Operator (N)						
	Support Clerk I (N)						
	Sr. Warehouse Specialist						
	Warehouse Specialist						
	Asst Supvr Form. Review						
	Administrative Assistant						
	Sr Processing Clk Lead (N)						
	QA Inspector (N)						
	Sr Support Clerk Lead						
	Sr Support Clk Lead (N)						
DOCUMENT REDACTED EXEMPTION 4 FOIA 5 U.S.C. § 552(b)(4)							
32	PROJECT MANAGEMENT						
	Estimated Annual Quantity:	Staff Month	12	12	12	12	12
	Unit Price (Base yr Jan-May):	\$					
	Unit Price (Base yr June-Jan 2):	\$					
	Unit Price (Opt 1-Jan-Sept):						
	Unit Price (Opt 1-Oct-Jan 2 +OY):						
	Unit Price (Opt II, III, IV)						
	Total Price:	\$	3,249,605				
33	PUBLICATIONS FILE ROOM MAINTENANCE						
	Estimated Annual Quantity:	Hour					
	Unit Price:	\$					
	Total Price:	\$	256,572				
34	EXPANDED PAPER MATCHING						
	Estimated Annual Quantity:	Hour					
	Unit Price:	\$					
	Total Price:	\$	2,226,667				
35	FORMALITY REVIEW						
	Estimated Annual Quantity:	Hour					
	Unit Price:	\$					
	Total Price:	\$	1,844,154				

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
36	INITIAL EXAMINATION SUPPORT						
	Estimated Annual Quantity:	Hour					
	Unit Price:						
	Total Price:						
			\$ 15,762				
37	COURIER SUPPORT						
37a.	WAREHOUSE VAN						
	Estimated Annual Quantity:	Month (per Van)					
	Unit Price:						
	Total Price:						
			\$				
			\$				
37b.	CARLYLE VAN						
	Estimated Annual Quantity:	Month (per Van)					
	Unit Price:						
	Total Price:						
38	US NEW APPLICATION RAM						
	Estimated Annual Quantity:	Application	DOCUMENT REDACTED EXEMPTION 4 FOIA 5 U.S.C. § 552(b)(4)				
	Unit Price:						
	Total Price:						
39	PCT RAM						
	Estimated Annual Quantity:	Document					
	Unit Price:						
	Total Price:						
40	TRADEMARKS DOCKETS SUPPORT						
	Estimated Annual Quantity:	Staff Day					
	Unit Price:						
	Total Price:						

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
41	TECH CENTER INDEXING AND SCANNING		DOCUMENT REDACTED EXEMPTION 4 FOIA 5 U.S.C. § 552(b)(4)				
	Estimated Annual Quantity:	Staff Hour					
	Unit Price:						
	Total Price:						
42	BACKFILE CONVERSION						
	Estimated Annual Quantity:	Staff Hour					
	Unit Price:						
	Total Price:						
43	IFW CUSTOMER SUPPORT						
	Estimated Annual Quantity:	Staff Hour					
	Unit Price:						
	Total Price:						

The contractor will provide daily, weekly, and/or monthly reports of file integrity work as required by the Government.

C.3.9 PROVIDE PATENT COPIES

In support of Reclass—Final Processing and File Integrity or as requested by the Government, the contractor will provide search file-ready copies of US or foreign patent documents. Where appropriate, the Government will provide classification labels which the contractor will affix to the appropriate documents. The majority of the needed copies can be obtained by the contractor through copying of a document already "in hand" or by generating a copy from the automated search system. All copies must conform to the standards set forth in Section J, Attachment 4. Turnaround time for providing non-project related copies will be agreed to in advance between the COTR and the contractor. The contractor will provide daily, weekly, and/or monthly reports of provided patent copies work as required by the Government.

C.3.10 TECH CENTER COPYING

Office actions mailed to patent applicants contain copies of reference documents identified by the examiners during the examining process. The contractor is required to provide these reference copies. In each PTO building in which patent examining groups are housed, the Government normally will provide space for a copy center to house contractor personnel and equipment in support of this requirement.

Non-IFW Applications

At least once in the morning and once in the afternoon of each workday, the contractor is required to pickup from designated locations those application files containing references to be copied. The log sheet provided at each pickup location must be annotated with the date and time of each pickup. After taking all retrieved files to the appropriate copy centers, the contractor must immediately change each file's location in the PALM system. (If the PALM system is nonoperational, the contractor should notify the Government but continue to process.) Using the information contained on form PTO-892 as guidance, the contractor shall disassemble, reproduce, and reassemble all documents provided for copying. Each copy should have one staple placed in the upper left-hand corner. After confirming that they conform with the standards provided in Section J, Attachment 4, the contractor will insert the copies into the appropriate application file; the original source document should be returned promptly to a reference filing pickup location for refiling in the search file unless otherwise indicated.

The contractor shall verify that all references listed for copying are available in the application file. If listed references are missing, the contractor shall copy those references available, note which references are missing, and return the file to the Government Representative. The contractor is required to complete all copying and return an application file to the designated location no later than 8 hours after file pickup. All files must have their location changed in the PALM system prior to leaving a copy center. If the PALM system is

nonoperational; the contractor should insure that when the applications are delivered to the next processing stage the PALM information is updated.

IFW Applications

At least once in the morning and once in the afternoon of each workday, the contractor is required to pick up from designated locations red action folders containing office actions to be copied, mailed, and scanned. The contractor shall promptly take the action folders to a copy center where a copy shall be made of each document contained in the folder. The contractor shall disassemble, reproduce, and reassemble all documents requiring copying; each copy should have one staple placed in the upper left-hand corner. All of the copies and the original documents must be placed in the appropriate action folder and the folder delivered to the appropriate location for the next processing phase (e.g., mailing). The contractor is required to complete all copying and deliver the folder to the designated location no later than 8 hours after folder pickup.

As required, the contractor will obtain copies of US patent documents for mailing in any office action where such document was referenced. Typically, only one copy needs to be obtained as US patent documents are not scanned into IFW as part of outgoing mail processing. The contractor also is required to obtain a copy of a provisional application when needed for mailing to an applicant. Copies of US patent documents and provisional applications should be printed from the automated system using Government-provided printers. Required copies must be obtained promptly to insure mailing is not delayed.

As requested by the Government, the contractor will copy other materials placed in a designated pickup location and containing a Contractor Copying Request Form. Typically, such requests will be for high-volume copying such as biweekly PALM reports, annual performance plans/ratings, or similar materials. Requests for a small number of copies (e.g., one or two copies of one or two pages) should be returned to the Government Representative without action. Required turnaround time will be annotated on the Request Form; however, the Government will not request less than 4 hours at any time. If adjustment to the requested turnaround time is desired, the contractor should discuss the request with the Government Representative.

The contractor is expected to perform copying work at 100% quality and timeliness levels. The Government will randomly inspect the quality and timeliness of the contractor's work while the files are in the copy center. In addition, all reference copies will be checked for quality and conformance with standards prior to their insertion in an envelope for mailing. Unacceptable copies will be replaced by the contractor within 2 hours at no cost to the Government.

The contractor will provide daily, weekly, and/or monthly reports of Tech Center copying work as required by the Government.

C.3.11 WALKUP COPY CENTER

The contractor is required to staff the PTO Walkup Copy Center currently located in Crystal Plaza 2. The staff will use Government-provided equipment and supplies to perform requested copying, insuring all copies are reproduced and assembled in accordance with instructions. In addition, the staff will assist users of the walkup copier and will perform routine maintenance (e.g., replacing toner) on the copy center copiers. Copy center hours are 7:30 a.m. to 5:00 p.m.

C.3.12 TECH CENTER FILE ROOM MAINTENANCE

In each non-IFW Tech Center, application files are maintained in serial number order in one or more central file rooms or in off-site locations. Additionally, interference files which contain copies of application-related drawings are housed in various locations in each Tech Center; interference files are maintained in serial number order within class/subclass. Both application and interference files are routinely removed from their respective file areas by both contract and PTO employees for review and processing.

In non-IFW Tech Centers, applications to be refiled will be retrieved from designated locations by the contractor at least once each morning and once each afternoon; files may also be dropped at the file room by the Government. Files to be stored at an off-site location will be promptly delivered to that location by the contractor. The contractor is required to promptly and accurately refile all files returned to the central and interference file areas. Application files must be refiled within 8 hours of receipt; interference files within 16 work hours. As part of the refiling process, the contractor should note whether any of the last several entries on the Content side of the file wrapper are undated. If an undated entry is identified, the file should be referred to a Government Representative for verification that refiling should occur. All application files must have their location changed in PALM prior to placement in the central files. If PALM is nonoperational, the contractor should notify the Government Representative and suspend placement of the files into the storage racks until PALM information can be updated.

In IFW Tech Centers, artifact files (i.e., files containing items such as CDs which cannot be scanned with the rest of the application) will be stored and maintained in serial number order by the contractor in the central files area. Artifact files to be refiled will be placed in designated locations; the contractor must check these locations at least once each morning and once each afternoon. Artifact files retrieved from the pickup location must have their PALM location updated before placing the file on the shelf. Refiling of artifact files must be completed within 8 hours of receipt/retrieval.

The contractor is expected to continually monitor the accuracy of filing in order to identify and immediately correct misfiled applications and interference or artifact files. In addition, the contractor is required to routinely shift application files as needed to ensure efficient use of space and will plan and manage the rotation of files from off-site locations to

central file rooms on-site. Additional file storage racks should be requested from the Government as needed. Other housekeeping functions shall be performed as necessary by the contractor to ensure neat and orderly files which are readily locatable and retrievable by users.

As requested, the contractor will inventory all application files located in a Tech Center and/or an off-site location. During this inventory, the contractor will enter into PALM the information for each application file located in central files, examiners' offices, tech support areas, and elsewhere throughout a Tech Center. Inventories typically will be conducted twice a year but may be required on a more frequent basis. As requested, the contractor will purge the interference files using Government-provided information.

The contractor is expected to perform Tech Center file room maintenance at 100% quality and accuracy levels. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist.

When working in a central files area, contractor personnel are required to sign in and out on the sheets provided for that purpose. The contractor will provide daily, weekly, and/or monthly reports of Tech Center file room maintenance work as required by the Government.

C.3.13 APPLICATION FILE RETRIEVAL

Each day, the PTO receives thousands of papers which must be associated as quickly as possible with the appropriate applications. These applications are located in the central files areas, with examiners, with tech support staff, and in various other locations throughout the Corps. The bulk of the papers received in a Tech Center's mailroom come directly from Office of Initial Patent Examination's (OIPE) mail opening process and move directly into the file retrieval ("paper matching") process.

Within approximately 1 hour following each mail delivery, the contractor should retrieve from each Tech Center's mailroom the bundles of papers marked for file retrieval. In addition, at least once in the morning and once in the afternoon the contractor must check other designated locations in each TC and retrieve papers placed for file retrieval. Each pickup should be properly recorded on the appropriate log sheet.

Using information contained in each document and in the PALM system (e.g., serial number and applicant's name), the contractor will immediately locate all needed applications that are housed in the central files areas and will insert the appropriate paper(s) in each file. If a needed application is not in central files, the contractor is required to access and print the PALM screen for that application and attach the screen print to the paper. Located files and unmatched papers are to be delivered to the designated locations within the turnaround time (typically 1 hour or 8 hours) designated on each

each move. The contractor will provide daily, weekly, and/or monthly reports of application file relocation work as required by the Government.

C.3.15 DOCUMENT RECEIPT AND MAILING

Application files, application-related documents, and other mail are delivered to the Tech Centers' mailroom areas at least three times each day. Unofficial faxes are received on machines housed in the Tech Center. Tech Center official faxes are all received in one location. Office actions and other materials to be mailed are picked up from the mailrooms. The contractor is required to staff each TC mailroom and process both incoming and outgoing mail.

All applications received in the mailroom must be sorted by Art Unit (AU) and delivered to the appropriate Tech Support Team (see Section J, Attachment 5). New application files forwarded from OIPE are delivered to the designated locations; other-than-new applications are delivered to the appropriate Tech Support Team. All applications must be delivered within 2 hours of receipt in the mailroom. All files must be charged to the appropriate delivery location in the PALM system prior to leaving a mailroom and received in at the delivery location. If PALM is nonoperational at the receiving location, the contractor should attach to each application which could not be charged in a sheet indicating "PALM DOWN—CASE NOT CHARGED IN" and proceed with delivery.

Each application-related document received in a TC mailroom must be stamped in the upper right corner with the TC's "Received" stamp showing the current date. All of the application-related documents must be sorted by processing team, batched by required turnaround time, and placed for file retrieval. Each batch should have a batch sheet attached indicating the required turnaround:

- 1-hour turnaround—after final amendments, amendments with PTO received dates older than 20 days, and documents with checks attached; or
- 8-hour turnaround—all other documents.

Application-related documents will be ready for file retrieval pickup within 1 hour of their receipt in the mailroom.

Mail addressed to specific individuals in a Tech Center (e.g., Group Director, SPE) will be delivered to designated locations and placed in the appropriate mail slot(s).

At least once each morning and once each afternoon, the contractor must check each Fax machine in each Tech Center and insure its operability, the presence of adequate supplies, and the accuracy of the current date shown on the machine. The contractor shall replace toner and/or paper as needed; the HSLIE in each Tech Center should be notified if a service call is required.

The contractor shall staff the central official fax facility, currently located in CM1, from 7:30 a.m. – 5:00 p.m. A staff member must be available during that period of time to receive phone calls and answer routine questions such as whether a fax was received. The contractor shall promptly retrieve all incoming faxes and process in accordance with instructions. No fax shall remain in a fax machine or printer tray for more than 1 hour before retrieval. If a fax is received for a non-IFW AU, the contractor must deliver the fax to the appropriate TC paper matching team within 2 hours of retrieving the fax from the machine. If a fax is received for an IFW TC, the contractor shall verify that the subject application is in fact an IFW application. The contractor shall insure that all application papers are indexed and scanned within 4 work hours of retrieval and have upload initiated before the contractor leaves for the day.

Once each morning and once each afternoon, the contractor will perform pickups and deliveries within the tech centers and to certain specified external locations (see Section J, Attachment 6). The contractor will not be responsible for PALMING applications retrieved under this task.

At least twice each workday (normally once in the morning and once in the afternoon), the contractor will retrieve from designated locations application files or red action folders containing office actions to be mailed; applications also may be delivered to the contractor from the reference copying center. Immediately upon returning to the mailroom, all application files must have their location information changed in PALM. To prepare office actions for mailing the contractor will perform the appropriate PALM transaction(s) and will utilize PALM printers to print the applicant's/attorney's name and address and the mailing date in the correct location on the action. If the printed information is not appropriately placed or clearly readable, the contractor must reprint the form in the required manner. The copies of any office action printed on a multi-part form must be separated and the copies placed in the appropriate locations in accordance with Section J, Attachment 7.

Prior to inserting them in the appropriate mailing envelope and the application file, the contractor shall verify the presence of all required documents to be mailed and shall perform a final quality check of any reference copies. The envelope should then be securely sealed and placed in the designated mail pickup location. The mail date must be stamped in the appropriate location on the application file then the file should be returned to central files unless other instructions are provided by the Government. Red action folders containing the documents to be scanned into IFW must be delivered to the TC indexing/scanning location within 4 hours of completing mailing. All Notices of Allowability must be mailed the same day as received by the contractor. All other mailing processing should be performed immediately following pickup by the Government; sealed envelopes must be available for mailroom pickup no later than 24 clock hours after pickup. In addition, the contractor must insure that the date printed on any office action agrees with the metered date which will be applied in the mailroom.

The contractor is required to plan his work to account for possible PALM problems and to accomplish required turnaround times despite high volumes of work normally

encountered just before and immediately after "count Monday." The Government will not be held responsible for delays created by PALM problems.

The contractor is expected to perform all document receipt and mailing work at 100% quality and accuracy levels. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily,

C.3.16 RECEPTIONIST SUPPORT

As required by the Government, the contractor will provide ongoing receptionist support in Patent cost center offices. Each receptionist will answer phones and receive walk-in visitors, referring the callers/visitors and taking messages as appropriate. In addition, receptionists will type office actions, process case transfers, research PALM to determine file locations, and perform other general clerical duties which do not require leaving the receptionist desk. Each receptionist must work 8:30 a.m. to 5:00 p.m. unless otherwise directed by the Government. For maximum efficiency and to insure continuity, the contractor is required to assign the same person to the same position each day, except in those cases where there are extenuating circumstances (e.g., absence). Any individual provided under this line item must possess outstanding oral and written communication skills in the English language. As requested, oral communication skills in Spanish may be required. The contractor will provide daily, weekly, and/or monthly reports of receptionist support work as required by the Government.

C.3.17 PETITIONS SUPPORT

The contractor will provide staff on a continuing basis to the Office of Petitions to perform application support functions such as opening and sorting mail, researching file locations, ordering files, matching papers, updating PALM information, mailing office actions, and maintaining the file room and the unmatched paper tickler file. Section J, Attachment 17 provides additional information on Office of Petitions processes. Individuals working under this line item must work 7:30 a.m. to 4:00 p.m. The contractor will provide daily, weekly, and/or monthly reports of Petitions support work as required by the Government.

C.3.18 PCT MAILING

At least once in the morning and once in the afternoon of each workday, the contractor shall retrieve mailing work from designated locations throughout the Patent Cooperation Treaty (PCT) Office. For any given file, all processing must be completed and the associated envelopes ready for pickup by the PTO mailroom within 24 clock hours from file pickup. The date applied by the contractor to any form and/or letter prepared for mailing must be the same as the metered date which will be applied to the envelope in the PTO mailroom. The contractor will identify the materials to be mailed and will determine the appropriate processing required in accordance with the specifications contained in section J, attachment 8. The contractor must insure that all materials inserted into window envelopes for mailing have their address readily visible and are securely sealed.

the documents are part of the correct application. As appropriate, copies will be forwarded for file assembly or mailing.

The contractor is expected to meet all turnaround times and to perform copying work at 100% quality and accuracy levels. The Government will randomly inspect the quality and timeliness of contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of PCT copy production work as required by the Government.

C.3.20 PCT COPY ASSEMBLY

At least once in the morning and once in the afternoon of each workday, the contractor will retrieve from the PCT Copy Center and/or from the POWER printer area multiple copies of applications, forms packages, and other materials; retrieval of POWER printer copies may require keying of application numbers to activate the printer. After returning to the designated work location, the contractor will quality check and sort all copies and assemble complete sets of applications and forms for Home, Search, Record, and other required copies. The contractor will stamp application copies, insert them into application file jackets as appropriate, perform the appropriate PALM transactions, and mail selected search copies to designated Art Units. Assembled materials will be delivered to designated location(s). Copy assembly must be completed within 8 hours of pickup.

The contractor is expected to meet all turnaround times and to perform copy assembly work at 100% quality and accuracy levels. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of PCT copy assembly work as required by the Government.

3.21 PCT FILE ROOM MAINTENANCE

The PCT file room contains national and international patent applications and related files and currently is located in PTO's warehouse space in Newington, Virginia. The contractor shall staff the file room for a minimum of 8 hours per day. Occasional Saturday work may be required as requested by the COTR. All contractor personnel working in the PCT file room must sign in and out on the Government-provided log sheets. All application files coming into or going out of the file room must have their PALM location information promptly updated. If PALM is nonoperational, incoming files should not be refiled until the PALM information can be updated; a sheet should be attached to each outgoing file indicating that PALM was down and the file was not charged to the requester.

Requests for files will be given to the contractor via e-mail or fax machine. The contractor will promptly process any request for five or fewer files which is received by 8:30 a.m. and will deliver those files on the same day's morning run; requests for five or fewer files which

are received by 12:30 a.m. will be delivered on the same day's afternoon run. Files requested by PCT personnel will be delivered to the designated locations in PCT. Files requested by individuals in other locations will be delivered to the requested location; i.e., either the PCT Customer Service area for pickup or placed for delivery by the errand runners. If a file cannot be located in the file room, the contractor will notify the requester by e-mail.

The Government will forward to the file room US application files with which Article 20 papers need to be matched.

Electronic Article 20 papers

Using a copy of the Communication on Request (COR) order and the COR disk, the contractor shall print all of the required documents and match them with the appropriate national stage application file. The contractor shall complete printing and matching of these documents within 2 calendar days of receiving the US application for which matching is required.

Paper Article 20 documents

If the Article 20 folder is located, the contractor will remove the folder from the shelf, insert a green charge card (taken from the application folder if present or from the contractor's supply, if not) in its place, and loosely insert the Article 20 papers into the application file. After entering the required code into PALM for each matched file, the contractor will refile the application in the file room or place it for the next mail delivery pickup, whichever is requested by the Government. If the Article 20 folder cannot be located, the contractor shall insert the green charge card into the appropriate location on the shelf, insert an Article 20 Folder Unavailable Form into the application file, and return the file to the Government. The contractor shall complete processing of these requests within 8 hours of their receipt.

Files returned to the file room should be refiled in the appropriate location within 4 hours of their return to the file room. Within 4 hours of their receipt, documents (other than Article 20 papers) to be associated with files will be matched with the appropriate file(s) and refiled or placed for the next special mailroom pickup.

The contractor will insure that all application files are accurately filed and will perform housekeeping functions as necessary to insure an orderly file room in which all of the shelving and work space are efficiently utilized to their maximum. Shifting of files will be done promptly when needed. As required by the Government, the contractor will review and purge Article 20 and application files. Specific instructions and a desired completion time will be provided to the contractor at the start of each project. As requested by the Government, the contractor will conduct a full inventory of the PCT file room and/or work spaces by entering the information for each application file into the PALM system.

The contractor is expected to meet all turnaround times and to perform PCT file room maintenance at 100% quality and accuracy levels. The Government will randomly inspect the

quality and timeliness of contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of PCT file room maintenance work as required by the Government.

C.3.22 PCT MAIL—OPEN/SORT

Several times each workday, mail is delivered to the PCT mailroom by the PTO Mail Center. The contractor is responsible for opening each piece of incoming mail, determining its contents, stamping the mail receipt date on the documents and/or the envelope, then sorting the mail for further processing. New international Chapter I application papers, Chapter II requests, and national stage application papers will be forwarded immediately to the appropriate location in PCT. The contractor must insure that international and national stage applications filed together are kept together. If multiple applications are received with one cover letter, the contractor should keep all applications bundled together but must date the cover letter and each unique application. After dating, application-related documents should be sorted, then forwarded to the appropriate location for further processing.

Miscellaneous non-application-related mail should be opened, dated, sorted, and delivered to designated locations. The contractor is not required to open obvious advertising or other "junk" mail, but must place the date stamp on the envelope.

All mail must be opened, sorted, and routed within 3 days of its receipt in PTO. The contractor is expected to assign the correct mail date and route materials at a 100% accuracy level. The Government will randomly inspect the quality and timeliness of contractor's work. The contractor shall correct any problems or deficiencies within 4 hours of receiving notification that such exist.

The contractor will provide daily, weekly, and/or monthly reports of PCT mail open/sort work as required by the Government.

C.3.23 PCT FILE ASSEMBLY

A minimum of three times daily, the contractor should go to the designated pickup location(s) and retrieve new application papers requiring assembly. After reviewing international application documents to determine the designated searching authority, the contractor shall prepare the correct file jacket(s), affix the appropriate bar-coded serial number label to each jacket, and perform the appropriate PALM transaction to activate the serial number.

After verifying the applicant's eligibility to file an application, the contractor will hand stamp the application serial number and mail receipt date on selected pages of the application and on all other documents which will not feed smoothly through the scanning equipment. If a check was submitted with the application, the contractor will ensure that the check is securely fastened to the Transmittal Letter or some other hand-stamped page. The contractor must

ensure that the serial number stamped on the application pages is identical to the serial number on the bar code affixed to the file jacket(s) and that the stamped number is clearly legible. If a DNA sequence disk was submitted with the application, the contractor shall label the disk with the application number, and place it in a designated location. If a PCT Easy disk was submitted with the application, the contractor shall load the disk into a PC and, using the Easy software, add the appropriate application serial number and mail receipt date to the information contained on the disk.

The contractor will assemble international application documents in the order specified in section J, attachment 9, and national stage application documents in accordance with section J, attachment 12. After completing an Inventory of Unconvertible Items for each international application, the contractor will loosely insert all of the application pages into an Original Copy (OC) folder. If the US is the designated searching authority, the contractor should associate the OC folder with the appropriate Search Copy folder, then forward the complete application to the designated location(s). Each new national stage application will have a serial number assigned and the serial number will be activated through the use of the appropriate PALM code. Prior to forwarding the application for further processing, the contractor will order the Article 20 papers from the IB. In addition to newly received applications, the contractor will prepare followon papers for scanning by inserting separator sheets and performing other appropriate processing steps.

All files must be assembled within 8 hours of retrieval of the application documents. The contractor is expected to perform the work with 100% accuracy. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 4 hours of receiving notification that such exist.

The contractor will provide daily, weekly, and/or monthly reports of PCT file assembly work as required by the Government.

C.3.24 BIB DATA ENTRY

Using PCs, the contractor will key prescribed bibliographic data from electronic or paper copies of application documents received in PCT. The contractor will perform any required PALM transactions and will ensure the appropriate data entry screens are used as specified in Section J, Attachment 10. The contractor must ensure that the application serial number entered in the PC agrees with the serial number contained on the file jacket, and on each application document. If a PCT Easy disk is contained in an international application, the contractor will transfer data from that disk to the data entry system as appropriate.

All bib data entry for an application must be completed within 16 hours of the contractor's receipt of the application. The contractor is expected to perform the work with 100% accuracy. The Government will randomly inspect the quality and timeliness of contractor's work. The contractor shall correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of bib data capture work as required by the Government.

C.3.25 OIPE FILE ROOM MAINTENANCE

The OIPE file room contains pending US patent applications filed prior to June 30, 2003, and is located off-site in the Springfield warehouse. All contractor personnel working in the OIPE file room must sign in and out on the Government-provided log sheets. All application files coming into or going out of the file room must have their PALM location information promptly updated. If PALM is non-operational, incoming files should not be refiled until the PALM information can be updated; a sheet should be attached to each outgoing file indicating that PALM was down and the file was not charged to the requester.

At least once each morning and once each afternoon, the contractor is required to remove from and/or return to designated locations the appropriate application files or other related materials. The date and time of each pickup/delivery should be recorded on the log sheet provided for that purpose at each location. Applications to be refiled must be delivered to the warehouse file room no later than the next pickup/delivery (e.g., on any given day, applications picked up after the morning run but before the afternoon run must be sent to the warehouse on the afternoon run). The contractor must accurately file the applications in the file room within 8 hours of their pickup or delivery to the file room.

The contractor will receive requests for files by retrieving request forms during the twice-daily pickups/deliveries or via fax transmission or e-mail from Customer Services. Files listed on request forms retrieved during pickups should be located and delivered to the appropriate location(s) during the next scheduled delivery from the warehouse. If files cannot be located in the file room, the contractor should print out the PALM screen for each unfound file and deliver this information to the requester. If the file cannot be located in the file room, the current location information shown on PALM should be noted on the request form and the form promptly faxed back to Customer Services.

The contractor will match Government-provided application-related documents with the application files and will deliver the files to the Government or refile them in the file room as directed. If a file cannot be located in the file room, the contractor shall determine whether the application has been converted to IFW. If it has, the contractor shall promptly forward the document(s) for indexing and scanning. If the application is still in paper, the contractor shall print out the PALM screen for each unfound file, attach the screen print to the appropriate document(s), and return the document(s) to the Government. All papers should be matched, forwarded for indexing and scanning, or returned to the Government within 8 hours of their receipt by the contractor.

As needed, the contractor will be required to locate and remove from the file room(s) those applications listed on a Government-provided list. For any file which cannot be located in the file room, the contractor will print out the PALM screen and attach it to the listing. Processing of list requests should be completed within 8 hours of their receipt by the contractor.

The contractor will ensure that all application files are accurately filed and will perform housekeeping functions as necessary to ensure an orderly file room. Shifting of files will be done promptly when needed and the Government should be notified if insufficient storage space or racks are available. As requested by the Government, the contractor will conduct a full inventory of the file room's contents by entering the information for each application file into the PALM system.

The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist.

Contractor personnel are required to sign in and out when working in OIPE file storage area(s). The contractor will provide daily, weekly, and/or monthly reports of OIPE file room maintenance work as required by the Government.

3.26 US MAIL OPEN/INDEX

Several times each workday, mail is delivered to the OIPE initial processing area by the PTO mailroom. This mail is divided into new applications and "flat work" (i.e., application-related follow-on and other miscellaneous documents). The contractor is required to complete opening, sorting, and accurate routing or indexing of all nonfee mail within 2 workdays of its receipt and all fee mail (including fee collection) within 3 workdays of its receipt. All mail containing fees must be processed in a manner to support collection of all fees within 24 hours of their receipt in PTO.

The contractor shall open all flat work envelopes, remove the contents, and accurately record in the upper left corner of the first page of each document the mail receipt date shown on the envelope. If multiple documents are bound together, the contractor must be sure to keep the documents together but must record the mail receipt date on the first page of each unique document. If an applicant-submitted postcard or other receipt document is present, the contractor must verify the information contained on the receipt agrees with the documents received. The postcard/receipt must be stamped and any discrepancies noted after which it shall be mailed to the applicant.

During the transition of application files from paper files to image file wrappers (IFW), the contractor must determine for each followon document whether the pertinent application file is in paper or image format. For applications in paper, the contractor will determine the appropriate routing for each followon document and will record its destination by writing it in the upper right corner of the document or by highlighting the Group/AU information contained in the document or its cover letter. These documents must then be sorted by destination and placed in the designated location(s).

For IFW applications, the contractor must index and batch followon documents received by inserting separator sheets in the appropriate location(s), assigning the appropriate document code(s), determining and recording document page counts, creating the appropriate record(s) in the IFW system, printing package and/or batch sheets, and disassembling or otherwise preparing the papers for scanning (see section J, attachment 12). Documents contained on legal- or over-sized paper must be copied and reduced to fit on 8½ x 11" paper prior to indexing. While indexing and batching documents, the contractor must review the quality of each document and, following PTO guidance apply the "Best Available Copy" stamp or scan a Best Available Copy sheet where appropriate. When an unscannable item (e.g., computer disk, color photograph) is received, the contractor will create an artifact file in accordance with the instructions contained in Attachment 12. The contractor shall create batches of the maximum size in accordance with instructions received from the PTO. The contractor shall insure the appropriate electronic messages are created for scanned documents.

For each newly received application, the contractor must determine the correct mail date (generally the date received in the PTO mailroom or, in the case of express mail, the date deposited with the US Post Office). In addition, the contractor must determine the appropriate application type and assign an application serial number to each new application. Using Government-provided software, the contractor will generate and print a serial number/date label and will affix this label to the upper left corner of the first page of the first document in the application. After insuring the application documents are securely bundled together, the contractor shall promptly forward the applications for fee collection.

As requested by the Government, the contractor shall print electronically received (EFS) applications and shall either index and scan the paper copy for inclusion in the IFW or compare the printed copy to the version automatically scanned into IFW.

The contractor is required to staff the Customer Services Window from 8:30 a.m. until midnight each workday unless otherwise directed by the Government. Mail received at the window will be immediately forwarded to the open/sort staff for processing. If a customer presents a receipt and requests that it be date stamped, the contractor must review the materials to insure they **match exactly** what is listed on the receipt. Any discrepancies must be noted on the receipt and the transmittal letter prior to stamping the current day's date on the receipt. On the last Friday of the biweek and the first Monday of the biweek, at the discretion of the Government, specified papers (e.g., amendments) may require expedited handling and delivery to the TCs.

The contractor is required to perform US Mail Open/Index work at 100% levels of quality, accuracy, and timeliness. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. Work to correct contractor-generated errors will not be charged to the Government. The contractor will provide daily, weekly, and/or monthly reports of US mail open/index work as required by the Government.

3.27 APPLICATION INDEXING

As much as possible, the contractor should process new applications in mail receipt date order. Throughout the workday, the contractor will retrieve new applications from the designated location and prepare each application for scanning into the IFW. Each new application received in the PTO must be indexed within 5 workdays of the date the mail is received in the PTO. PCT National Stage (371) applications must be indexed within 5 workdays of the date the application is received in OIPE. Serial number and date/serial number labels will be produced by the contractor using Government-provided equipment. Newly assigned serial numbers must be activated using a PALM terminal. The contractor will review submitted drawings and other application documents to insure their compliance with PGPub requirements. Any problems identified during this review will be recorded in the PreExam system.

Following completion of fee collection, the contractor must index and batch all new applications by inserting separator sheets in the appropriate location(s), assigning the appropriate document code(s), determining and recording document page counts, creating the appropriate record(s) in the IFW system, printing package and/or batch sheets, and disassembling or otherwise preparing the papers for scanning. Documents contained on legal- or over-sized paper must be copied and reduced to fit on 8½ x 11" paper prior to indexing. While indexing and batching documents, the contractor must review the quality of each document and, following PTO guidance apply the "Best Available Copy" stamp or scan a Best Available Copy sheet where appropriate. When an unscannable item (e.g., computer disk, color photograph) is received, the contractor will create an artifact file in accordance with the instructions contained in Attachment 12. If an applicant-submitted postcard or other receipt document is present, the contractor must verify the information contained on the receipt agrees with the documents received. The postcard/receipt must be stamped and any discrepancies noted after which it shall be mailed to the applicant. The contractor shall create batches of the maximum size in accordance with instructions received from the PTO. The contractor shall insure the appropriate electronic messages are created for scanned documents.

The contractor is responsible for removing computer disks from sequence applications, delivering the disks to the Scientific and Technical Information Center (STIC) at least once daily, retrieving completed reports from STIC, and indexing and scanning the completed report into the correct IFW file. Assignment forms and related fees must be removed from the application package, annotated with the mail receipt date and application serial number, and promptly forwarded to Assignment Branch. Foreign and NPL documents submitted with applications must be prepared for scanning; US references will not be scanned and can be disposed of by the contractor.

The contractor is required to perform all file indexing work with 100% quality, accuracy, and timeliness. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. Work to correct contractor-generated errors will not be charged to

the Government. The contractor will provide daily, weekly, and/or monthly reports of US file assembly work as required by the Government.

C.3.28 RAM DATA ENTRY

As required by the Government, the contractor will utilize personal computers to post to the Revenue Accounting and Management (RAM) financial system various fees received in the PTO and not associated with the initial receipt and processing of a US patent application. Fees are received either by check, charge, or authorization to deduct fees from specified deposit accounts. The contractor will enter the fee code, fee amount, application serial number, and/or other data as required. As appropriate, the contractor will back out previously paid fees and/or will process refunds to applicants or their attorneys. The contractor **must** ensure that the serial number contained on documents, on checks (if present), and entered into the RAM system are identical. The contractor also must ensure that all fee transaction information is properly annotated on documents by using the endorser and that PALM information is updated as appropriate.

At the end of each workday, the contractor is required to generate a printout of that day's work, which will then be used to reconcile that day's transactions. After correcting any errors and completing the reconciliation, the contractor will deliver all documents and financial instruments to the designated location(s).

The contractor **must process all fees within 24 clock hours** (excluding Saturdays, Sundays, and holidays) **of their receipt at the PTO.** At the end of a fiscal year, the contractor is required to take whatever steps are necessary to insure all fees are processed prior to year-end closing of the financial records. All work must be processed with 100% quality and accuracy. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of RAM support work as required by the Government.

3.29 FILE INFORMATION UNIT SUPPORT

As required by the Government, the contractor will provide staff to the File Information Unit on a continuing basis to perform support functions such as opening and sorting mail, researching file locations, ordering files, updating PALM information, maintaining the file storage area, preparing files for return to other locations in the PTO, and providing files to customers at the walkup window.

C.3.30 SCANNING

On a daily basis, the contractor will receive indexed batches of new applications and miscellaneous application-related papers, both of which require conversion to an electronic format and inclusion in the IFW. Prior to scanning, the contractor will:

- insure each batch has been properly prepared (e.g., package and batch sheets generated and accurately inserted; packages contain only documents with same serial number and date; batch size is appropriate);
- verify the document order as listed and as assembled are identical;
- determine the appropriate scanner to be utilized; and
- verify scanner settings are correct.

The contractor shall scan all document batches using PTO-provided equipment and in accordance with the specifications found in section J, Attachment 12 or as specified by the COTR. Page count and other errors identified during the scanning process must be corrected promptly by the contractor to insure successful scanning of documents. At intervals specified by the Government, the contractor shall perform necessary steps to upload scanned images to PTO servers. The contractor is required to perform quality checks on uploaded images and to correct (including requesting retrieval of and rescanning documents if necessary) errors and problems within 4 hours. Following successful uploading of a document batch, the contractor will box all documents for shipment to the warehouse, following the instructions in Attachment 18.

The contractor must complete scanning of all applications and followon documents within 2 days of their receipt in the scanning unit; occasional "on-demand" immediate scanning of document(s) may be required. The contractor shall institute such quality checks as are required and shall perform all scanning work with 100% quality, accuracy, and timeliness. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving

The contractor is required to update PALM information each time an application file's location is changed. In addition, when retrieving files from examiner offices and other locations designated the Government, the contractor will leave a sheet at each location indicating why the file was taken and for what purpose.

The contractor is expected to meet all turnaround times and to perform retrieval work at a 100% accuracy level. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of expanded paper matching work as required by the Government.

C.3.34 FORMALITY REVIEW

Newly received patent applications must be reviewed for completeness and compliance with all filing requirements. In addition, bibliographic and other data must be entered into the PALM MG system.

Following completion of initial processing functions (i.e., application indexing, fee recordation, classification, and scanning), the contractor will complete formality review for each new application. Using electronic IFW images and the information contained therein, the contractor will review each application to determine the presence of all required documents, information, and signatures and will enter the appropriate data into the PALM MG system. The contractor will determine the number of claims contained in an application, the appropriate filing fees for that application, and whether the amount previously recorded in RAM for that application is correct. If the RAM amount is incorrect, the contractor will take the appropriate action to rectify the situation (e.g., generate refund, charge additional fees to deposit account, notify applicant of additional fee requirement). For any application determined to be incomplete or a missing part, the contractor will prepare and mail to the applicant the appropriate correspondence. The contractor shall insure that a copy of each Missing Part or Incomplete Notice mailed to an applicant is indexed and scanned into the IFW file. For each application for which a filing date is granted, the contractor will prepare and mail to the applicant a filing receipt. Filing Receipts are not scanned into IFW applications. When a response to a Pre-Exam notice is received in OIPE, the contractor will take the appropriate action(s) to complete formality review of that application including adjusting RAM entries to insure RAM data is complete and accurate.

For each newly received application, the contractor must complete formality review processing (including generating and mailing appropriate correspondence) no later than 28 calendar days from the official mail receipt date (i.e., filing date) for that application. Processing of all responses must be completed within 21 calendar days of the official mail receipt date of the response. The Government will not be held responsible for delays caused by PALM or IFW problems nor will such problems normally be considered an acceptable reason for contractor's failure to meet turnaround time requirements.

All work must be performed at 100% accuracy level. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 work hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of formality review processing as required by the Government.

C.3.35 INITIAL EXAMINATION SUPPORT

The contractor will perform various support functions as necessary to insure the timely and efficient operation of OIPE and completion of initial examination. Representative functions include processing of refunds not formality-review related (e.g., change in entity status) and processing of miscellaneous application papers such as change of address or revocation of power of attorney. All refund processing must be completed within 21 calendar days of receipt of the request for refund. Processing of miscellaneous application papers must be completed within 16 work hours of receipt of the paper and the associated application file. Turnaround time requirements for other functions will be identified as appropriate. The contractor also will be responsible for the management and movement of all files throughout OIPE, including locating files having papers to be inserted.

All work must be performed at 100% accuracy level. The Government will randomly inspect the quality and timeliness of the contractor's work. The contractor shall correct any problems or deficiencies within 8 work hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of initial examination support work as required by the Government.

C.3.36 COURIER SUPPORT

To support file retrieval and delivery, the contractor must provide courier service between the PCT File Room in Springfield and the PTO buildings in Crystal City. Pickups and deliveries must occur at each location a minimum of once each morning and once each afternoon. Additional times and/or PTO locations may be requested by the COTR.

C.3.41 TECH CENTER INDEXING AND SCANNING

All documents originated in or received by a Tech Center (TC) must be converted to electronic image and made part of the appropriate IFW application. Indexing and scanning equipment will be provided by the Government in each TC or building for the contractor's use in performing the necessary functions.

The contractor shall insure that any application-related documents received in a TC which have not been converted to an IFW image are indexed, scanned, and uploaded within 8 hours of receipt in the TC; a TC's Government Rep may on occasion request 4-hour turnaround time. In addition, following completion of document mailing, the contractor shall insure that each outgoing document (e.g., an office action and attachments) is indexed, scanned, and uploaded within 8 hours of being mailed. Foreign and NPL references sent to applicants must be indexed and scanned; however, US references are **not** to be scanned into IFW. On occasion, examiners may identify materials which they want to make part of an IFW application. The contractor shall insure that any such materials are indexed, scanned, and uploaded within 8 hours of receipt/retrieval.

The contractor shall assign the appropriate document code to each document to be scanned; insert the appropriate separator, package, and batch sheets; create the appropriate record(s) in the IFW system; insure packages and batches are properly constructed (e.g., same serial number and receipt dates required for each document in a package); count and record the correct number of pages in each package; disassemble documents and prepare them for scanning; stamp documents with the "Best Available Copy" stamp or insert a Best Available Copy sheet; insure packages/batches are assembled in the same order as the data was entered; and take any other processing steps as needed to insure the correct and successful conversion of the documents to electronic form. After completing indexing, the contractor shall promptly scan the document(s) into the IFW, performing appropriate quality checks and rescanning documents as needed. The contractor shall insure that the appropriate IFW messages are generated for each newly loaded document. No later than the end of the work day, the contractor will take the appropriate steps to upload the scanned images to the IFW server and will verify the successful completion of this step. Once upload has been completed, the scanned documents must be boxed and prepared for shipment to the warehouse in accordance with Attachment 18.

The contractor shall monitor the appropriate IFW mailbox established for each TC in order to promptly identify examiner requests for creation of a working file. Only the following documents are authorized for printing by the contractor and inclusion in a working file: Specification, Abstract, Claims, and/or Drawings. Using the Government-provided equipment in the TC indexing/scanning area, the contractor shall print from IFW the requested documents and shall insert these documents into the folders identified for this purpose. In addition, the contractor must print a serial number and bib data label and affix each to the front of the folder. Completed working files must be delivered to the examiner's mailbox no later than 8 working hours from the original request.

The contractor shall retrieve from designated locations working files identified for shredding and shall deliver these files to the TC Indexing and Scanning location. Application documents shall be removed from each folder and placed in the shredding bin located in that area. Folders which are reusable should be placed in close proximity to the working file printer(s); folders in unusable condition should be placed either in the shredding bin or a trash can.

The contractor shall institute such quality checks as are required and shall perform all indexing, scanning, and working file production work with 100% quality, accuracy, and timeliness. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of scanning work as required by the Government.

C.3.42 BACKFILE CONVERSION

The PTO has mandated that no paper application files will be moved to the new facilities in Carlyle. To accomplish this, all of the currently existing paper files must be converted to electronic image. Conversion of the complete backfile must be completed no later than December 2004; required completion dates for individual Tech Centers will be established in accordance with their scheduled moves to Carlyle. The contractor shall provide the staff and some of the scanning equipment necessary to accomplish this project. The contractor shall manage the work of this project to insure prompt and accurate completion of the work and timely conversion of all files, to insure no files are lost or corrupted, and to minimize the time applications are unavailable to examiners.

Approximately 2 weeks in advance of the scheduled training start date for each Art Unit (AU), the Government will provide to the contractor computer-generated lists containing serial numbers for applications docketed to the examiners in that AU. Examiners will have been given the opportunity to identify cases which should not be retrieved for conversion and these serial numbers will not be shown on the list. At other times throughout the conversion process, additional lists of docketed and undocketed cases will be provided to the contractor. Using the marked-up lists, the contractor shall locate and retrieve from each AU the applications to be converted to IFW and shall deliver them to the backfile conversion facility. Each application must have its location information promptly updated in PALM.

The contractor shall copy the sides of a file wrapper containing written information and shall insert the copies into the application documents to be scanned. Before beginning to index an application, the contractor shall determine whether PACR images exist in IFW for that application. If PACR images are present, the contractor shall use MADRAS software to create the Prosecution tab and move the PACR images into that tab. Application pages showing a PACR endorsement will not require scanning into IFW and should be set aside for later boxing with the rest of the application; an evidence copy box sheet should be added to

the documents to be scanned. If PACR images are not present, the contractor shall index and prepare for scanning all documents found in the file.

The contractor shall assign the appropriate document code to each document to be scanned; insert the appropriate separator, package, and batch sheets; create the appropriate record(s) in the IFW system; insure packages and batches are properly constructed (e.g., same serial number and receipt dates required for each document in a package); count and record the correct number of pages in each package; disassemble documents and prepare them for scanning; stamp documents with the "Best Available Copy" stamp or insert a Best Available copy sheet in accordance with Attachment 12; insure packages/batches are assembled in the same order as the data was entered; and take any other processing steps as needed to insure the correct and successful conversion of the documents to electronic form. The contractor must insure that each document is indexed in the correct IFW application. As documents may be misfiled, the contractor needs to verify that each document in a paper application file belongs there. If a misfiled document is found, it should either be indexed and scanned into the correct IFW application or forwarded to the appropriate TC paper matching team for filing in the correct file. As appropriate, the contractor shall establish artifact files for any application documents or other items which cannot be scanned. Foreign and NPL documents contained in an application file will be prepared for scanning. US references and any examiner notes found in a file will not be scanned but must be removed from the application file, inserted into a green folder which identifies the application serial number and the examiner's name and location and delivered to the examiner within 8 work hours of completing image upload for the application. After completing indexing, the contractor shall promptly scan the document(s) into the IFW, performing appropriate quality checks and rescanning documents as needed. The contractor shall insure that the appropriate IFW messages are generated for each newly loaded document. No later than the end of the work day, the contractor will take the appropriate steps to upload the scanned images to the IFW server and will verify the successful completion of this step; within 24 (clock) hours of verifying the successful load of an application's images, the contractor will set the image flag in order for the IFW images to be viewable in eDan. Once upload has been completed, the scanned documents must be boxed and prepared for shipment to the warehouse in accordance with Attachment 18. Uploaded images will be quality checked by the contractor in accordance with Government instructions.

Rejected/amended (R/A) cases will not be included on lists provided to the contractor. When a response is received for an R/A case, the TC paper matching staff must promptly match the response with the file and send them both to Backfile for conversion. Indexing and scanning is performed in the same manner as for listed cases; however, all documents in an R/A case must be indexed and scanned—even those previously scanned into PACR.

As needed to improve image quality, to provide missing pages, or to otherwise correct problems, the contractor shall rescan documents or selected pages of documents. A rescan operation will be established in the Springfield warehouse where the boxes of application documents are stored. The contractor shall identify the needed document(s), the package and batch containing the document(s), and the box containing that batch and shall order the box

via the automated file ordering system. Warehouse staff will retrieve the required box from the storage area and take it to the rescan operation. After locating the desired document(s), the contractor shall remove that package from the box and will use the MADRAS software to update the box contents. The box will then be promptly returned to the storage area for refiling by repository staff. The contractor shall include the document(s) in a new batch and will index and scan the necessary document(s).

The contractor shall insure that by 5 p.m. on Tuesday of the week an AU is scheduled for IFW training, a minimum of 10 cases (or less if a lesser number of applications is shown in the pull list) on the initial pull list for each examiner in that AU have been retrieved, indexed, scanned, uploaded, and the image flag set so the applications are viewable in eDan by the examiners. By midnight Thursday of an AU's scheduled training week, conversion of no less than 80% of all applications shown on the initial pull lists for that AU must be completed. And by midnight Tuesday of the week following an AU's training week, conversion of 100% of that AU's files to IFW must be completed.

It is critical that the contractor understand the need to limit the period of time in which a file is unavailable to an examiner (either in paper or in IFW). It is not acceptable for files to be pulled from an AU and not be promptly converted. In general, the contractor should insure that cases retrieved from an AU are indexed and scanned within 5 work days of moving the file to the backfile area. Cases requiring rescan for some reason must be rescanned within 3 workdays of receiving notice this is necessary. As required by the Government, the contractor shall locate a file in the backfile processing area and return it to the examiner within 4 hours of receiving the request.

Responses to rejected/amended cases must be matched with the case and delivered to the Backfile Processing area within 8 hours of receiving the response. The contractor shall insure both the file and the response are indexed, scanned, uploaded, and the image flag set no later than 16 work hours following receipt of the application in the backfile area. Although the file and the response must be indexed/scanned in different batches, it is critical that each be processed at the same time to insure timely availability to the examiner of both items.

As requested by the Government, the contractor will complete "special request" conversions within 8 work hours of receiving the request.

The contractor shall institute such quality checks as are required and shall perform all scanning work with 100% quality, accuracy, and timeliness. The Government will randomly inspect the contractor's work. The contractor is required to correct any problems or deficiencies within 4 hours of receiving notification that such exist. The contractor will provide daily, weekly, and/or monthly reports of scanning work as required by the Government.

C.3.43 IFW CUSTOMER SUPPORT

The contractor shall establish a "customer service" operation to which all complaints, errors, and other problems can be reported by examiners and other IFW users. In addition, contractor will be responsible for managing the IFW Image Problem Mailbox established in Outlook and insuring prompt handling of each complaint or question submitted. Questions and complaints may also be forwarded via Outlook e-mail from the IFW Support group. Within 4 hours of receipt, each newly received message shall be reviewed and if necessary, forwarded to the appropriate location. Each complaint not referred elsewhere will be investigated by the contractor, corrective action taken, and the complainant notified of the resolution within 3 days of complaint receipt by the contractor. If a complaint cannot be resolved within 3 days, at a minimum the Contractor shall provide an interim response to complainant. Contractor shall follow up on referred complaints and insure timely problem resolution and communication with complainant. The contractor shall maintain a data base of problems and complaints and shall generate daily, weekly, and/or monthly reports as required by the Government.

SECTION J: LIST OF ATTACHMENTS

J.1 List of attachments that are hereby made a part of this contract.

Attachment 1	Examiner Search File Standards
Attachment 2	Calculation of File Expansion Time
Attachment 3	Reclassification Processing Schedule
Attachment 4	Patent Copy Standards
Attachment 5	DRAM Delivery Points
Attachment 6	Errand Locations
Attachment 7	US Mailing Instructions
Attachment 8	PCT Mailing Instructions
Attachment 9	PCT File Assembly
Attachment 10	Bib Data Entry
Attachment 11	removed
Attachment 12	IFW Indexing and Scanning
Attachment 13	Department of Labor Wage Determination
Attachment 14	Government Furnished Equipment List
Attachment 15	Definitions
Attachment 16	Allowed Application Processing Requirements
Attachment 17	Office of Petitions Contractor Duties
Attachment 18	IFW Boxing Instructions

- Verify that the office action is complete and legible. Pages in an office action normally are sequentially numbered. If the office action is incomplete and/or the copy of the office action is illegible, the application should be promptly returned to the Government Representative.

Prior to returning an application to the Government for correction, the contractor should PALM the case to the appropriate Team Leader.

Using a PALM terminal with a printer connected, the contractor will:

- access the PALM EXPO mailing screen,
- scan the serial number bar code label on the application file jacket or the bar code sheet contained in the red action folder, and select print to generate a PTO 90 (address sheet).

The contractor shall assemble the office action for mailing in accordance with the following.

ORIGINAL COPY

- Staple together the original copies of the office action, placing a staple in upper left-hand corner. If the application is in paper format, insert the office action copy in the right-hand clamp of the file, under the prints; insert the reference copies under all papers in the center of the file. If the application is in IFW, insert the office action copy and the foreign and NPL references into the red action folder; US and provision reference copies should be destroyed.

COPY

- Fold and insert the office action into the appropriate size window envelope (i.e., piggyback if there are reference copies, legal size, white window envelope if there are not). If using a piggyback envelope, insert reference(s) and all but the first page of the office action into the large envelope. Fold and insert the first page of the office action in the window portion of the piggyback envelope, ensuring that the mailing address is clearly visible in the address window.

If there are more references cited than will fit into one piggyback envelope, the contractor will need to prepare additional address sheet(s) as needed for additional envelope(s). To do this, the contractor must:

- rescan the serial number bar code label on the application file jacket or the bar code sheet contained in the red action folder and
- select reprint to generate another PTO 90 (address sheet).

When an office action is mailed in multiple envelopes, each envelope must be clearly marked 1 of 2, 2 of 2, etc.

For applications in paper format, the contractor shall endorse the content side of the file jacket with the mailing date, after which the application shall be delivered to the designated location (usually central files). The contractor **must** use **black ink** to annotate the mailing date on the file jacket. For IFW applications, the contractor shall forward the red action folder to the TC scanning center for indexing and scanning of all documents in the folder. All outgoing documents (except US and provisional patent documents which should be destroyed) must be converted to IFW within 16 business hours of being mailed. Following successful indexing and scanning of outgoing documents, the contractor will box the paper copies in accordance with IFW boxing instructions.

Notice of Allowance

The contractor shall print the Notice of Allowance as required. Using the PALM terminal connected to the printer, the contractor will:

- scan the serial number bar code label on the application file jacket or the bar code sheet contained in the red action folder and
- select print to generate the PTO 85.

The mailing address, mailing date, issue batch number, and issue fee will print in the appropriate boxes on the PTO-85.

The contractor shall assemble the Notice of Allowance for mailing in accordance with the following.

- Staple together the last page (file copy) of the PTO-85 and any attachments, placing a staple in the upper left-hand corner. If the application is in paper format, insert the copies in the clamp on the right hand side of the file jacket under the prints. If the application is in IFW, insert the office action copy and any attachments into the red action folder.
- Fold and insert all remaining copies of the PTO-85 into the window envelope ensuring the mailing address is clearly visible in the address window. Securely seal the envelope and place in the outgoing mail pickup location.

For applications in paper format, the contractor shall record in the appropriate boxes on the face of the file jacket the following information from the PTO-85:

US DOCUMENT MAILING

For each application in paper format, the contractor will receive the application file with the office action and references inserted in the file. For each IFW application, the contractor will receive a red "action folder" containing the office action to be mailed and any pertinent reference(s). For each office action to be mailed, the contractor will:

- Review the Office Action Summary (PTO-326 or PTO-90C) to determine if there are any attachments to be mailed. If any of the noted attachments are missing (other than US or provisional reference copies), the application should be promptly returned to the Government Representative. Until directed otherwise and within the parameters provided by the COTR, the contractor will obtain copies of any US and provisional documents which are required to be mailed as references.
- Verify the presence of: An original and one copy of the office action (paper application) or an original copy of the office action (IFW application). For each IFW application office action, the contractor shall photocopy the original prior to mailing and insert the copy in the red action folder. The last page of the original copy of the office action **must** have the **examiner's stamp and signature**; the last page of the copy of the action must have, at a minimum, the examiner's stamp. Any office action that has not been properly signed and/or stamped by the examiner should be promptly returned to the Government Representative.
- Determine the presence of a Notice of References Cited (PTO-892) and the appropriate reference copies. If the examiner has cited references which will be mailed with the office action, this form along with two copies of each cited reference must be present in the application. If any of the cited references (other than US and provisional documents) are not present, the application should be promptly returned to the Government Representative. If cited US and/or provisional documents are not present, the contractor shall promptly obtain the required copies.
- Quality check all reference copies. The contractor must perform the final quality check of all reference copies found in the application to insure their conformance with the standards in Attachment 4. If any of the cited references fail to conform to the contract standards, the application should be immediately taken to the copy center for recopying of the references.
- Verify that the identical serial number is shown on the application file jacket, all pages of the office action, and any attachments to be mailed. If there is a serial number discrepancy on any page of or attachment to the office action, the application should be promptly returned to the Government Representative.

- Notice of Allowance mail date,
- Issue Fee (amount Due), and
- Issue Batch Number.

After endorsing the content side of the file jacket with the mailing date of the Notice of Allowance, the contractor shall deliver the application to the designated location.

For IFW applications, the contractor shall forward the red action folder to the TC scanning center for indexing and scanning of all documents in the folder. All outgoing documents must be converted to IFW within 16 business hours of being mailed. Following successful indexing and scanning of outgoing documents, the contractor will box the paper copies in accordance with IFW boxing instructions.

PCT FILE ASSEMBLY

International Applications

At least three times each day, the contractor shall go to the designated pickup location and retrieve the new applications papers to be processed. The contractor shall check the application's "Request Form (PCT/RO/101) – signature page" and "Fee Calculation Annex Sheet" (block VII) to determine whether the designated Searching Authority is the USPTO or the European Patent Office (EPO). If each of these forms contain a different designation, the applications package should be referred to the Government Representative for instructions.

US Designated Searching Authority

To verify that the applicant has the right to use the USPTO as the application receiving office, the contractor must review boxes II and III on the PCT/RO/101 to determine that at least one of the applicants (1) is a US citizen or (2) shows a US residence address.

If the contractor determines the applicant appears not to have the right to use the US as the receiving office, the contractor shall process the application as described below but shall create only an Official Copy (OC) file folder to which a "Rule 19.4" tag must be attached.

After verifying that the USPTO is designated as the searching authority, the contractor shall prepare THE

- OC file folder and
- Search Copy file jacket (pink file jacket).

The Government will supply bar code labels and serialization stamps for the contractor's use. Three labels for each sequential application serial number are produced by the PALM system: One label contains the serial number preceded by 41 to indicate the Official Copy (OC), one label contains the serial number preceded by 40 to indicate the Search Copy, and one label contains the serial number preceded by 44 to indicate a Chapter II request.

Selecting the next unused sequential serial number (working on a "first in first out" basis), the contractor shall affix a 41-series bar code label to the OC file folder. The corresponding 40-series bar code label is affixed to the Search Copy file jacket directly over the word "Content." The corresponding 44-series bar code label is taped to the inside flap of the Search Copy file jacket. After setting the serialization hand stamp to reflect the serial number on the affixed bar code labels, the contractor shall hand stamp the OC file folder and Search Copy file jacket on the front of each file in the box marked International Application Number. A white Search Copy tag is stamped with the serial number and attached to the Search Copy file jacket.

The contractor shall hand stamp the serial number on the PCT Application documents as follows:

- Request Form (PCT/RO/101) – on the first page in the box marked “International Application No.” at the top right corner and on each subsequent page in the upper right corner;
- Fee Calculation Sheet – on the first page in the “International Application No.” box at the top left corner;
- Acknowledgement postcard – on the back in any available space;
- Transmittal letter – on each page in the upper right corner;
- The envelope containing DNA diskette (if present);
- The envelope containing the PCT EASY diskette (if present);
- CFR Transmittal Sheet (if DNA diskette is present); and,
- Applicant-supplied Priority Documents.

In addition, the contractor shall stamp the receipt date on the following PCT application documents:

- acknowledgement postcard,
- signature page of Form RO/101,
- form 1382 or other transmittal letter,
- OC file folder,
- search Copy file jacket,
- envelope containing DNA Diskette (if present),
- envelope containing PCT Easy Diskette (if present), and
- CRF transmittal letter (if applicable).

The contractor shall insert all documents into the OC file folder. The OC file folder and the Search Copy file jacket shall be secured together using rubber bands. Using a PALM terminal, the contractor shall key in 1002 then scan the bar code label to activate the OC file copy label; an identical transaction must also be performed for the Search Copy. The contractor shall use PALM code 5050 and deliver the applications to RAM.

After the applications are returned from RAM, the contractor shall prepare the pages of the application documents to be scanned. The application papers shall be processed as follows.

1. Identify and separate documents to be scanned and not to be scanned, inserting the appropriate bar code separator sheet between the various documents (see Appendix A).
2. Remove all staples and clips from material to be scanned. Be careful to keep pages of each individual document together.
3. Complete the “Inventory of Non-Scannable Items Check Sheet.”

The contractor shall separate the post card receipt from the application package. The contractor shall verify

- items listed on the post card match the documents contained in the applications papers,
- the correct serial number and mail receipt date have been stamped on the back of the post card, and
- the mailing address and postage are present on the front of the card.

If no mailing address is present or if the mailing address shown is the PTO's, the contractor shall place a clean white label over the address and shall enter the applicant's name and address on the label. The post card shall then be placed in the appropriate location to be picked up by the mailroom.

The contractor shall insert all documents into the OC file folder in the correct order for scanning, securely band the OC file folder and the Search Copy file jacket and place in the designated area to be forwarded to scanning.

DNA Sequence Applications

If the international application includes a DNA Sequence Diskette, the assembly of the application remains the same. However, prior to forwarding the application to RAM, the contractor shall attach a PCT Data Diskette label to the diskette, stamp the application serial number on the label (being careful not to obliterate the lines for examiner and Art Unit information), and insert the labeled diskette into a small brown envelope. After completing the top portion of the required PCT CFR Submission form by stamping the serial number on the top line and filling in the processing drop off date and the filing date, the contractor shall attach the diskette to the submission form and place the package in the designated location for pickup by STIC personnel. For each sequence application, the contractor shall enter PALM code 1002 and the serial number (including the 40, 41, or 44 prefix) from the bar code label, scan the serial number bar code label, then enter code 1194.

PCT EASY program

International application papers may be filed under a program called PCT EASY. The contractor shall review each new application's transmittal letter to determine if the applicant has selected this program and shall look for the presence of a PCT EASY Request Form. The contractor shall assemble the application as directed above.

If the application contains a PCT EASY diskette, the contractor shall stamp the application serial number on the diskette's label. Using a PC containing the PCT EASY database, the contractor shall insert the diskette into the PC and update the diskette with

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the mail date and serial number. The diskette is then placed in a small brown envelope and attached to the OC file folder.

PCT EASY applications should contain a PCT EASY survey form. The contractor shall make three copies of the survey form and insert the forms into the OC file folder. A purple tag with the word "EASY" written in large block letters shall be attached to the OC file folder.

The contractor shall assemble the applications for scanning and place all PCT EASY applications together in one storage container. For each application, the contractor shall enter PALM code 1002 to activate the bar code label and then scan the serial number bar code label; an additional PALM code of 2920 must then be entered for each application. The application is then be placed in the designated location for RAM processing.

After RAM processing the applications are prepared for scanning as above and placed in the designated area for pickup for scanning.

EP Designation

If the applicant has designated the EPO as the search authority, the contractor shall process the applications in accordance with the above instructions except only the OC file folder is prepared. The OC bar code label (Series 41) is attach to the OC file folder; the other series labels (40 and 44) are taped inside of the OC file folder. A blue tag with the PCT serial number stamped on the front and back above the word "Record Copy" is attached to the OC file folder.

If there is a DNA diskette with the application papers, the contractor shall process the application in accordance with the above instructions except the contractor must complete two copies of the CFR form. One copy of the form is attached to the diskette envelope; the second copy of the form along with the diskette envelope is inserted into the OC file folder.

NATIONAL STAGE APPLICATIONS

National Stage applications are received daily in the Document Management Division (DMD) of the PCT Office. At least three times each day, the contractor shall go to the designated pickup location and retrieve the new applications papers to be processed.

The Government will supply file jackets, bar code labels, and serialization stamps for the contractor's use. Selecting the next unused sequential serial number, the contractor shall affix the serial number label on the "Contents" side of the file jacket over the top edge of the word "Content." After setting the serialization hand stamp to reflect the serial number on the affixed bar code label, the contractor shall stamp the serial number on the transmittal letter (PTO-1390) in the box designated "U.S. application number." The

contractor also shall stamp the express mail date and the serial number on the backside of each page in the application package. Finally, the contractor shall stamp U.S. 371 on the file jacket directly over the words "U.S. Utility Patent Application" and shall write the PCT international application number in the upper right hand corner of the content side of the file wrapper.

The contractor shall insert an IB green card in each application file jacket. After assembling the applications papers (with the IB green card on top of the package) and binding the entire package with a binder clip, paper clip, or rubber bands, the contractor shall insert the package into the file wrapper and place one or more rubber bands around the file. If present, the check, assignment form, and/or the transmittal letter showing a charge authorization must be stapled to the left flap of the file jacket. If no fees are present, a "No Fee" tag is stapled to the content side of the application.

The contractor shall separate the post card receipt from the application package, verify that the correct serial number and mail receipt date have been stamped on the back of the post card and a mailing address is present on the front of the card. If no mailing address is present, or if the mailing address shown is the PTO's, the contractor shall place a clean white label over the address and shall enter the applicant's name and address on the label. The post card shall then be placed in the appropriate location to be picked up by the mailroom.

After assembly of a national stage application, the contractor shall use a PC to activate the serial number. For each application the contractor shall enter:

- Mail Room Date
- Effective Receipt Date
- Application Number
- Express Mail Tracking Number
- International Application Number
- International Filing Date
- Post Card Mailed?
- No Postage (if applicable)
- No Address (if applicable)
- Post card and application Mismatch (if applicable)
- Description (if applicable)
- Biochemical Diskette Received ? (if applicable)

Next, using a PALM station, the contractor shall:

- enter Code 2905 and press the enter key,
- scan the serial number bar code label on the application file jacket,
- set "Delay Waived" flag,
- set "Demand Received" flag,

- enter transaction code 5050, and
- forward the application to RAM.

Before releasing the application to the next stage of processing, the contractor shall order from WIPO the priority and other documents required, utilizing the COR process. Documents for an application should be ordered no later than the 3rd workday after assembling the application.

DNA Sequence Applications

If the national stage application papers are filed with a DNA Sequence Diskette, the assembly of the application remains the same. To process the DNA Sequence Diskette, the contractor shall attach a PCT Data Diskette label to the diskette, stamp the application serial number on the label, insert the labeled diskette into a small brown envelope, and complete the required PCT CRF Submission form. The diskette is attached to the submission forms and placed in the designated location or pickup by STIC personnel. For each sequence application the contractor shall enter PALM code 1669, the PCT international serial number (including the 40, 41, or 44 prefix) from the bar code label, and the US serial number; scan the serial number bar code label; then enter code 1194.

APPENDIX A

ASSEMBLING PCT APPLICATIONS FOR SCANNING

Application papers for each new international application must be assembled and scanned in the following order.

1. SEP SHEET – New International Application
2. SEP SHEET – New International Application – Request Form – **Conventional**
 - **First Sheet** of Request Form
 - Any **Continuation Sheets** of Request Form
 - **Second Sheet** of Request Form
 - Any **Supplemental Sheets** of Request Form
 - **Last Sheet** of Request Form
 - **Annex** (also known as Fee Calculation Sheet)

OR

SEP SHEET – New International Application – Request Form – **PCT EASY**

- **All Sheets** of Request Form
 - **Annex** (also known as Fee Calculation Sheet)
 - **PCT EASY** Information Sheet
3. SEP SHEET – Full Text OCR
 4. SEP SHEET – New International Application – Description
 - **All Sheets** of description
 5. SEP SHEET – New International Application – Claims
 - **All Sheets** of claims
 6. SEP SHEET – New International Application – Abstract
 - **Sheet** of abstract
 7. SEP SHEET – Stop Sending OCR

8. SEP SHEET – Drawings

- All sheets of drawings

9. SEP SHEET – New International Application – Sequence Listing

- All Sheets of sequence listing (if present)

10. SEP SHEET – New International Application – Other Scannable Documents

Including but not limited to (placement order is not critical):

- Cover letter (free form or Form PTO-1382)
- All separate Powers of Attorney
 - ❖ PCT Model Power of Attorney
 - ❖ PCT Model General Power of Attorney
 - ❖ Free form Power of Attorney
- Statement explaining lack of signature (rare)
- Separate indication concerning deposited microorganism
(Form PCT/RO/134)
- Certificate of Express Mail or Express Mail envelope label
- Assignment
- Request to inspect and make copies
- Form PCT/RO/102(b)

11. SEP SHEET – New International Application – Inventory of Unscannable Items

IFW DOCUMENT BOXING INSTRUCTIONS

All documents scanned into IFW, the USPTO image-based document storage system are subsequently boxed and stored, first in the Springfield warehouse and subsequently in the Federal Records Center (FRC). As scanning of a batch is completed, the contractor must keep the batch intact until it is placed in an FRC-approved box. (A batch cannot be split across two different boxes.) Using IFW, a unique sequential number is automatically assigned to the box. The FRC has specific guidelines for packing record center boxes. In order to make subsequent searches in a box easier, the documents must be placed in the box in an upright position, facing the front of the box (on the 12" unstapled side). Legal size folders should also be placed in an upright position facing the left side of the box (on the 12" unstapled side). The box should be packed in such a way to leave about ½ inch space in each box. (Packed tightly, an FRC box holds approximately 2500 pages. To allow for easy review or access to a box's contents approximately 2000 pages can be packed in a box.) The maximum allowed weight of a filled box is 50 pounds. Since the FRC does not accept taped boxes, the contractor must securely close each box using an alternating flap method.

Following assignment of the box number, a bar code label must be generated. The adhesive barcode will contain the current month, day, year, and sequential box number (mm/dd/yyyy/xxxx), and must be printed and affixed on the "front" of the box approximately 2 inches to the left of the box handle. Using a black felt tip marker, the contractor will record the box number on the front of the box, directly below the box handle. After completing the boxing process, the contractor will store the box until QC of the CD containing the box's contents is completed (typically no longer than the end of the next work shift). Preparatory to removal of the box for delivery to the warehouse, the contractor will use PALM, enter the appropriate code and scan the box label in order to update the File Ordering System (FOS). Boxes will be picked up and delivered to the warehouse at designated times where they will be receipted into the FOS and assigned to a shelf.

If the contractor has requested a box for document rescan, and the box is stored in the warehouse, the box number in which the document is stored can be located through IFW (see instructions at end of document). The appropriate box can then be ordered using the FOS accessible via PALM. (Only designated individuals will be authorized to request box retrieval.) The warehouse contractor will print orders, pull the required boxes, update the box location in PALM/FOS, and arrange for delivery to the requestor.

The requested box will be delivered usually within 1 workday from the request. The contractor will use the appropriate PALM transaction to receipt in boxes to their location and subsequently to charge out boxes for return to the warehouse. To retrieve a document for rescanning, the entire batch must be removed from the box and the package edited. The original batch, minus the package to be edited, must be returned to the original box. After rescanning is done, the edited package is made into its own batch. A batch number is assigned and the batch is associated in FOS with a box. The new batch can be returned to the original box or inserted in a new/different box. It is important to ensure that boxes remain as full as possible when being returned to the storage location due to limited storage space.

Boxes will be held in the warehouse for approximately __ years. At the end of that period, a box will be scheduled for transfer to the FRC. To prepare a box for transfer, the Records Coordinator for the PTO will complete the Records Transmittal and Receipt form (SF 135) to request an accession number. After approval, the accession number is marked in the spaces provided on the record center box. The boxes are then forwarded to the FRC for storage.

Specific instructions for using IFW to assign box numbers, to determine the number of a box housing a specific document, and to perform other tasks are outlined below. All tasks require use of Madras Software.

To assign a box number:

- Click on **Menu** button in lower left corner of window
- Select **Paper Storage**
- Select **New** – this assigns the current date and the first box or next box number (e.g. 5-01-2003-1) in the system.
- Once a box number is added, highlight the box number in the **Newly Created Box** field.
- Click on **Edit**, the **Box Details** window will appear
- Scan the Batch sheet bar code label
- Click **Add Batch** and place batch in box
- Scan the next Batch sheet bar code label
- Click on **Add Batch** and continue process until box is full.
- Click **Ok**

This closes the **Box Detail** window and returns you to the **Paper Storage** window.

Repeat steps to create additional box numbers.

Continue process until boxing task is completed.

Deleting boxes

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- To delete a box created by mistake, highlight the box number and select **delete**, the box number is deleted from the system.

If a batch has already been assigned to a box, Madras will not allow you to delete the box number.

Removing a Batch from a Box

A Batch or Package may need to be removed from a box for rescanning.

Open the **Paper Storage** window. Enter batch number and select **Find Box**. Highlight box number and select **Edit**; select **Remove** and batch number is removed from box content record.

If a package is edited, the batch minus the edited package must be returned to the box. The edited package is assigned a new batch number and either returned to the box or inserted in a new/different box.

Adding a batch to a box

Enter the date of the box number.

The list of boxes created for that date will display.

Highlight box number

Select **Edit**

Scan the Batch number

Click **Add Batch**

Click **OK**

Finding Existing Boxes

If not sure of the box number, enter a beginning and end date for the estimated time period when the box was created.

Select **Find Boxes**.

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Box numbers created for the specific date range will be displayed in the **Available boxes** window.

Finding a Specific Batch

You can also search to determine the box number to which a specific batch is assigned.

From the **Paper Storage** window, enter the Batch number in the **Containing Batch** field below and select **Find Box**; the box number will be displayed. The box number for additional batches can be found by highlighting the box number field, selecting **Edit**, and entering another batch number.

You also can locate the box number assigned to a specific document from the application number.

- Open the application number in **Madras**.
- Select **TOC** and highlight document you need to locate
- Right click and choose **Details**
- From the **Document Storage** window select the **Storage** tab

The Package ID number, Batch number, CDR number, and Box number assigned are displayed on this window.

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2103
Revision No.: 30
Date of Last Revision: 06/03/2003

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince
William, Stafford

**** Fringe Benefits Required Follow the Occupational Listing ****

CODE	OCCUPATION TITLE	MINIMUM WAGE RATE
01000	Administrative Support and Clerical Occupations	
01011	Accounting Clerk I	11.18
01012	Accounting Clerk II	12.74
01013	Accounting Clerk III	14.30
01014	Accounting Clerk IV	16.37
01030	Court Reporter	16.43
01050	Dispatcher, Motor Vehicle	16.09
01060	Document Preparation Clerk	12.42
01070	Messenger (Courier)	10.23
01090	Duplicating Machine Operator	12.42
01110	Film/Tape Librarian	14.65
01115	General Clerk I	11.68
01116	General Clerk II	13.72
01117	General Clerk III	15.32
01118	General Clerk IV	18.74
01120	Housing Referral Assistant	19.04
01131	Key Entry Operator I	10.80
01132	Key Entry Operator II	12.07
01191	Order Clerk I	14.74
01192	Order Clerk II	16.29
01261	Personnel Assistant (Employment) I	13.05
01262	Personnel Assistant (Employment) II	14.24
01263	Personnel Assistant (Employment) III	16.42
01264	Personnel Assistant (Employment) IV	19.60
01270	Production Control Clerk	17.28
01290	Rental Clerk	15.42
01300	Scheduler, Maintenance	15.26
01311	Secretary I	15.26
01312	Secretary II	16.56
01313	Secretary III	19.04
01314	Secretary IV	20.15

01315	Secretary V	23.47
01320	Service Order Dispatcher	15.44
01341	Stenographer I	14.68
01342	Stenographer II	16.47
01400	Supply Technician	20.15
01420	Survey Worker (Interviewer)	14.94
01460	Switchboard Operator-Receptionist	10.96
01510	Test Examiner	16.56
01520	Test Proctor	16.56
01531	Travel Clerk I	11.63
01532	Travel Clerk II	12.49
01533	Travel Clerk III	13.41
01611	Word Processor I	11.80
01612	Word Processor II	14.22
01613	Word Processor III	16.65

03000 Automatic Data Processing Occupations

03010	Computer Data Librarian	12.86
03041	Computer Operator I	14.30
03042	Computer Operator II	15.82
03043	Computer Operator III	18.60
03044	Computer Operator IV	20.44
03045	Computer Operator V	22.94
03071	Computer Programmer I (1)	19.64
03072	Computer Programmer II (1)	23.05
03073	Computer Programmer III (1)	26.99
03074	Computer Programmer IV (1)	27.62
03101	Computer Systems Analyst I (1)	27.62
03102	Computer Systems Analyst II (1)	27.62
03103	Computer Systems Analyst III (1)	27.62
03160	Peripheral Equipment Operator	14.30

05000 Automotive Service Occupations

05005	Automotive Body Repairer, Fiberglass	22.73
05010	Automotive Glass Installer	17.88
05040	Automotive Worker	17.88
05070	Electrician, Automotive	18.95
05100	Mobile Equipment Servicer	15.69
05130	Motor Equipment Metal Mechanic	19.98
05160	Motor Equipment Metal Worker	17.88
05190	Motor Vehicle Mechanic	20.07
05220	Motor Vehicle Mechanic Helper	16.81
05250	Motor Vehicle Upholstery Worker	17.88
05280	Motor Vehicle Wrecker	17.88
05310	Painter, Automotive	18.95
05340	Radiator Repair Specialist	17.88
05370	Tire Repairer	14.43
05400	Transmission Repair Specialist	19.98

07000 Food Preparation and Service Occupations

	Food Service Worker	9.01
07010	Baker	11.87
07041	Cook I	10.93
07042	Cook II	12.46
07070	Dishwasher	9.22
07130	Meat Cutter	16.07
07250	Waiter/Waitress	8.59

09000 Furniture Maintenance and Repair Occupations

09010	Electrostatic Spray Painter	18.05
09040	Furniture Handler	12.55
09070	Furniture Refinisher	18.05
09100	Furniture Refinisher Helper	13.85
09110	Furniture Repairer, Minor	16.01
09130	Upholsterer	18.05

11030 General Services and Support Occupations

11030	Cleaner, Vehicles	9.67
11060	Elevator Operator	9.79
11090	Gardener	12.98
11121	House Keeping Aid I	9.13
11122	House Keeping Aid II	9.39
11150	Janitor	10.12
11210	Laborer, Grounds Maintenance	10.75
11240	Maid or Houseman	9.28
11270	Pest Controller	12.44
11300	Refuse Collector	10.88
11330	Tractor Operator	12.73
11360	Window Cleaner	10.51

12000 Health Occupations

12020	Dental Assistant	15.80
12040	Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.08
12071	Licensed Practical Nurse I	14.63
12072	Licensed Practical Nurse II	16.42
12073	Licensed Practical Nurse III	18.38
12100	Medical Assistant	12.94
12130	Medical Laboratory Technician	15.32
12160	Medical Record Clerk	13.60
12190	Medical Record Technician	14.97
12221	Nursing Assistant I	8.46
12222	Nursing Assistant II	9.52
12223	Nursing Assistant III	11.94
12224	Nursing Assistant IV	13.40
12250	Pharmacy Technician	11.84
12280	Phlebotomist	11.21

12311	Registered Nurse I	24.00
12312	Registered Nurse II	26.70
12313	Registered Nurse II, Specialist	26.70
12314	Registered Nurse III	34.48
12315	Registered Nurse III, Anesthetist	34.48
12316	Registered Nurse IV	41.33

13000 Information and Arts Occupations

13002	Audiovisual Librarian	18.95
13011	Exhibits Specialist I	17.98
13012	Exhibits Specialist II	22.48
13013	Exhibits Specialist III	27.29
13041	Illustrator I	18.73
13042	Illustrator II	23.42
13043	Illustrator III	28.82
13047	Librarian	22.33
13050	Library Technician	16.28
13071	Photographer I	13.93
13072	Photographer II	15.64
13073	Photographer III	19.56
13074	Photographer IV	24.08
13075	Photographer V	26.50

15000 Laundry, Dry Cleaning, Pressing and Related Occupations

15010	Assembler	8.71
15030	Counter Attendant	8.71
15040	Dry Cleaner	9.94
15070	Finisher, Flatwork, Machine	8.71
15090	Presser, Hand	8.71
15100	Presser, Machine, Drycleaning	8.71
15130	Presser, Machine, Shirts	8.71
15160	Presser, Machine, Wearing Apparel, Laundry	8.71
15190	Sewing Machine Operator	10.67
15220	Tailor	12.43
15250	Washer, Machine	9.31

19000 Machine Tool Operation and Repair Occupations

19010	Machine-Tool Operator (Toolroom)	18.95
19040	Tool and Die Maker	23.05

21000 Material Handling and Packing Occupations

21010	Fuel Distribution System Operator	19.38
21020	Material Coordinator	17.12
21030	Material Expediter	17.12
21040	Material Handling Laborer	11.50
21050	Order Filler	13.21
21071	Forklift Operator	14.58
21080	Production Line Worker (Food Processing)	14.08
21100	Shipping/Receiving Clerk	13.09

21130	Shipping Packer	13.02
21140	Store Worker I	9.06
21150	Stock Clerk (Shelf Stocker, Store Worker II)	13.01
21210	Tools and Parts Attendant	16.99
21400	Warehouse Specialist	15.76
23000	Mechanics and Maintenance and Repair Occupations	
23010	Aircraft Mechanic	22.24
23040	Aircraft Mechanic Helper	14.71
23050	Aircraft Quality Control Inspector	23.43
23060	Aircraft Servicer	17.82
23070	Aircraft Worker	18.09
23100	Appliance Mechanic	18.95
23120	Bicycle Repairer	14.43
23125	Cable Splicer	22.51
23130	Carpenter, Maintenance	18.95
23140	Carpet Layer	17.61
23160	Electrician, Maintenance	22.59
23181	Electronics Technician, Maintenance I	16.88
23182	Electronics Technician, Maintenance II	21.92
23183	Electronics Technician, Maintenance III	23.87
23260	Fabric Worker	16.55
23290	Fire Alarm System Mechanic	19.98
23310	Fire Extinguisher Repairer	15.69
23340	Fuel Distribution System Mechanic	20.93
23370	General Maintenance Worker	17.28
23400	Heating, Refrigeration and Air Conditioning Mechanic	19.25
23430	Heavy Equipment Mechanic	19.98
23440	Heavy Equipment Operator	20.28
23460	Instrument Mechanic	19.98
23470	Laborer	11.79
23500	Locksmith	18.95
23530	Machinery Maintenance Mechanic	20.51
23550	Machinist, Maintenance	21.52
23580	Maintenance Trades Helper	14.54
23640	Millwright	19.70
23700	Office Appliance Repairer	18.95
23740	Painter, Aircraft	21.29
23760	Painter, Maintenance	18.95
23790	Pipefitter, Maintenance	20.94
23800	Plumber, Maintenance	19.86
23820	Pneudraulic Systems Mechanic	19.98
23850	Rigger	19.98
23870	Scale Mechanic	17.88
23890	Sheet-Metal Worker, Maintenance	19.98
23910	Small Engine Mechanic	20.05
23930	Telecommunication Mechanic I	19.41
23931	Telecommunication Mechanic II	20.45
23950	Telephone Lineman	20.93

23960	Welder, Combination, Maintenance	19.98
23965	Well Driller	19.98
23970	Woodcraft Worker	19.98
23980	Woodworker	15.32
24000	Personal Needs Occupations	
24570	Child Care Attendant	11.37
24580	Child Care Center Clerk	15.86
24600	Chore Aid	8.86
24630	Homemaker	16.45
25000	Plant and System Operation Occupations	
25010	Boiler Tender	22.20
25040	Sewage Plant Operator	19.52
25070	Stationary Engineer	22.20
25190	Ventilation Equipment Tender	13.85
25210	Water Treatment Plant Operator	19.72
27000	Protective Service Occupations	
	Police Officer	21.76
27004	Alarm Monitor	15.26
27006	Corrections Officer	17.69
27010	Court Security Officer	19.46
27040	Detention Officer	18.29
27070	Firefighter	19.72
27101	Guard I	9.51
27102	Guard II	12.53
28000	Stevedoring/Longshoremen Occupations	
28010	Blocker and Bracer	16.76
28020	Hatch Tender	16.76
28030	Line Handler	16.76
28040	Stevedore I	15.76
28050	Stevedore II	17.78
29000	Technical Occupations	
21150	Graphic Artist	20.52
29010	Air Traffic Control Specialist, Center (2)	29.85
29011	Air Traffic Control Specialist, Station (2)	20.59
29012	Air Traffic Control Specialist, Terminal (2)	22.67
29023	Archeological Technician I	15.52
29024	Archeological Technician II	17.35
29025	Archeological Technician III	21.51
29030	Cartographic Technician	22.87
29035	Computer Based Training (CBT) Specialist/ Instructor	25.84
29040	Civil Engineering Technician	19.56
29061	Drafter I	13.01
29062	Drafter II	16.29

29063	Drafter III	18.30
29064	Drafter IV	22.87
29081	Engineering Technician I	16.15
29082	Engineering Technician II	18.75
29083	Engineering Technician III	22.54
29084	Engineering Technician IV	25.86
29085	Engineering Technician V	31.62
29086	Engineering Technician VI	38.26
29090	Environmental Technician	19.29
29100	Flight Simulator/Instructor (Pilot)	30.54
29160	Instructor	23.97
29210	Laboratory Technician	16.87
29240	Mathematical Technician	23.39
29361	Paralegal/Legal Assistant I	18.38
29362	Paralegal/Legal Assistant II	23.44
29363	Paralegal/Legal Assistant III	28.68
29364	Paralegal/Legal Assistant IV	34.69
29390	Photooptics Technician	22.87
29480	Technical Writer	25.08
29491	Unexploded Ordnance (UXO) Technician I	18.97
29492	Unexploded Ordnance (UXO) Technician II	22.96
29493	Unexploded Ordnance (UXO) Technician III	27.51
29494	Unexploded (UXO) Safety Escort	18.97
29495	Unexploded (UXO) Sweep Personnel	18.97
29620	Weather Observer, Senior (3)	21.32
29621	Weather Observer, Combined Upper Air and Surface Programs (3)	18.30
29622	Weather Observer, Upper Air (3)	18.30
31000	Transportation/ Mobile Equipment Operation Occupations	
31030	Bus Driver	15.95
31260	Parking and Lot Attendant	8.62
31290	Shuttle Bus Driver	12.94
31300	Taxi Driver	10.99
31361	Truckdriver, Light Truck	12.37
31362	Truckdriver, Medium Truck	15.72
31363	Truckdriver, Heavy Truck	18.40
31364	Truckdriver, Tractor-Trailer	18.40
99000	Miscellaneous Occupations	
99020	Animal Caretaker	9.33
99030	Cashier	8.53
99041	Carnival Equipment Operator	11.78
99042	Carnival Equipment Repairer	12.69
99043	Carnival Worker	7.93
99050	Desk Clerk	9.78
99095	Embalmer	19.04
99300	Lifeguard	9.97
99310	Mortician	22.94

99350	Park Attendant (Aide)	12.52
99400	Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.81
99500	Recreation Specialist	15.94
99510	Recycling Worker	14.06
99610	Sales Clerk	10.49
99620	School Crossing Guard (Crosswalk Attendant)	11.37
99630	Sport Official	11.24
99658	Survey Party Chief (Chief of Party)	16.41
99659	Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	15.60
99660	Surveying Aide	10.20
99690	Swimming Pool Operator	13.54
99720	Vending Machine Attendant	10.43
99730	Vending Machine Repairer	13.54
99740	Vending Machine Repairer Helper	11.02

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder

and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		Page 1 of 2
2. AMENDMENT/MODIFICATION NO. 0011		3. EFFECTIVE DATE 09/16/2004		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY No Invoice Information US Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202				7. ADMINISTERED BY (If other than Item 6)		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) DIVERSIFIED TECHNOLOGY SERVICES OF VIRGINIA, INC., 739 Thimble Shoals Blvd., Suite 101 NEWPORT NEWS, VA 23606				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT001001		
				(X) 10B. DATED (SEE ITEM 13)		
CODE *		FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) The Changes Clause of the Contract and Mutual Agreement for the Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 4 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
See attached.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <u>Colvin J. Wilson</u>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <u>Kate Kudrewicz</u>	
15B. CONTRACTOR/OFFEROR <u>Colvin J. Wilson</u> (Signature of person authorized to sign)	15C. DATE SIGNED <u>9-16-04</u>	16B. United States of America BY <u>Kate Kudrewicz</u> (Signature of Contracting Officer)	16C. DATE SIGNED <u>09/16/2004</u>

Line Item Summary		Docu 50PAPT001001/0011	umber PTOSS MO11	Title	Page 2 of 2
<div> <div>Line Item Number</div> <div>Description</div> <div>Delivery Date (Start date to End date)</div> <div>Quantity</div> <div>Unit of Issue</div> <div>Unit Price</div> <div>Total Cost</div> </div> <p><i>This is modification MO11 to Contract No. 50-PAPT-0-01001 issued to Incorporate change pages and to change the period of performance.</i></p> <p>No Changed Line Item Fields</p> <div> <div>Previous Total: \$0.00</div> <div>Modification Total: \$0.00</div> <div>Grand Total: \$0.00</div> </div> <p><i>Contracting Officer, Kate Kudrewicz, (703) 305-8324. COTR, Sally Middleton, (703) 308-7825. Contractor P.O.C. Cal Wilson (703) 305-6518.</i></p>					

Contract 50-PAPT-0-01001

Modification MO11

The purpose of this modification to contract number 50-PAPT-0-01001 is to incorporate change pages to Section B, Section F and Section H, and reduce the period of performance of the contract. Accordingly, said contract is hereby modified as follows:

1. Remove Section B, "Supplies or Services Prices/Costs" page numbers 12 and 12-1 and replace with new pages 12 and 12-1 provided. This corrects a typographical error.
2. The period of performance of Option period 4 is hereby changed from January 3, 2004 through January 2, 2005 to January 3, 2004 through December 31, 2004.
3. Remove Section F, "Deliveries or Performance" page 44 and replace with new page 44 attached.
4. Remove Section H, "Special Contract Requirements" page 51 and replace with new page 51 attached.
5. As a result of this modification the value of the contract does not change.

Except as provided herein, all other terms and conditions of the contract remain unchanged and in full force and effect.

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
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31

OVERTIME

Hour

Labor Category:

DTSV

Accounting Technician
 Document Prep Clerk
 Reproduction Clerk
 Repro Clerk--Lead
 Repro Clerk--Night
 File Clerk I
 File Clerk I--Night
 File Clerk II
 Senior File Clerk
 Senior File Clerk--Lead
 Sr File Clerk--Lead, Night
 Senior Lead
 QC Inspector
 Assistant Supervisor
 Asst Supvr--Night Shift
 Administrative Assistant
 Reports Clerk
 Personnel Administrator
 Processing Clerk I
 Processing Clerk II
 Sr Proc Clerk--Lead
 Receptionist
 Receptionist (Typing)
 Secretary I
 Secretary II
 Secretary III
 Typist I
 Typist II
 Data Entry Clerk
 General Clerk II
 General Clerk III
 Warehouse File Room Sup
 (Sr. Lead)
 Sr Warehouse File Dockets Clk
 Warehouse File Dockets Clk
 Dockets Clerk
 Sr Dockets Clerk
 Dockets Receptionist
 Team Leader
 IFW Lead
 Indexer/QA Indexer/QA Image
 Sr Scanning Operator
 Scanning Operator

JCWS

Inspector
 Courier
 Sr Processing Clerk
 Processing Clerk II
 Processing Clerk I
 Support Clerk I
 Support Clerk II
 Sr. Support Clerk
 Data Entry Clerk
 Sr. Scanning Operator
 Scanning Operator
 Secretary II
 Secretary I
 Admin. Clerk
 Documentation Clerk
 Asst. Supervisor--OIPE
 Asst Supervisor OIPE (N)
 Asst. Supervisor RAM
 Reproduction Clerk
 Processing Clerk II (N)
 Scanning Operator (N)

**DOCUMENT REDACTED
 EXEMPTION 4 FOIA
 5 U.S.C. § 552(b)(4)**

CLIN	SUPPLIES/SERVICES	UNIT	A BASE (YEAR 1)	B OPTION I (YEAR 2)	C OPTION II (YEAR 3)	D OPTION III (YEAR 4)	E OPTION IV (YEAR 5)
31	OVERTIME (cont'd) Secretary III Sr Processing Clk (Lead) Sr Processing Clerk (N) Sr Scanning Operator (N) Support Clerk I (N) Sr. Warehouse Specialist Warehouse Specialist Asst Supvr Form. Review Administrative Assistant Sr Processing Clk Lead (N) QA Inspector (N) Sr Support Clerk Lead Sr Support Clk Lead (N) Team Lead Team Lead (N)						
32	PROJECT MANAGEMENT Estimated Annual Quantity: Unit Price (Base yr Jan-May): Unit Price (Base yr June-Jan 2): Unit Price (Opt 1--Jan-Sept): Unit Price (Opt 1--Oct-Jan 2 +OY): Unit Price (Opt II, III, IV) Total Price:	Staff Month					
			\$				
			\$				
			\$	3,249,605			
33	PUBLICATIONS FILE ROOM MAINTENANCE Estimated Annual Quantity: Unit Price: Total Price:	Hour					
			\$				
			\$	258,572			
34	EXPANDED PAPER MATCHING Estimated Annual Quantity: Unit Price: Total Price:	Hour					
			\$				
			\$	2,228,657			
35	FORMALITY REVIEW Estimated Annual Quantity: Unit Price: Total Price:	Hour					
			\$				
			\$	1,844,154			

SECTION F: DELIVERIES OR PERFORMANCE

F.1 52.252-01 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: www.arnet.gov/far/.

52.242-15	Stop-Work Order.	AUG 1989
52.242-17	Government Delay of Work.	APR 1984

F.2 PERIOD OF PERFORMANCE

The period of performance of this contract is as follows:

Base Period:	January 3, 2000 – January 2, 2001
Option Period 1:	January 3, 2001 – January 2, 2002
Option Period 2:	January 3, 2002 – January 2, 2003
Option Period 3:	January 3, 2003 – January 2, 2004
Option Period 4:	January 3, 2004 – December 31, 2004

F.3 PLACE OF PERFORMANCE

All contract performance shall be accomplished on-site at the Patent and Trademark Office.

F.4 REPORTS

- (a) Delivery of reports, unless otherwise specified shall be made to the following:

Sally Middleton
 Crystal Park 2, Suite 503
 2121 Crystal Drive
 Arlington, Virginia 22202

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 ORGANIZATIONAL CONFLICT OF INTEREST

(a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) The Contractor agrees that if an actual or potential organizational conflict of interest is discovered after award, the Contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict.

(c) Remedies - The Contracting Officer may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default, debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.

(d) The Contractor further agrees to insert provisions which shall conform substantially to the language of this clause, including this paragraph (d), in any subcontract or consultant agreement hereunder.

H.2 OPTION TO EXTEND THE TERM OF THE CONTRACT -- FIXED-PRICE CONTRACT

The Government has the option to extend the term of this contract for four (4) additional period(s). If more than 30 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last thirty (30) days of the period of performance, the Government must provide to the Contractor written notification prior to that last 30-day period. This preliminary notification does not commit the Government to exercising the option. Exercise of an option will result in the following contract modifications:

The "Period of Performance" clause will be modified as follows:

Option Period 1:	January 3, 2001 – January 2, 2002
Option Period 2:	January 3, 2002 – January 2, 2003
Option Period 3:	January 3, 2003 – January 2, 2004
Option Period 4:	January 3, 2004 – December 31, 2004