AMENDMENT OF SOLICITATION

2. AMENDMENT/ MODIFICATION NO. 0001
3. EFFECTIVE DATE 08/21/2002
4. REQUISITION/PURCHASE REQ. NO.
5. PROJECT NO. (if applicable)

6. ISSUED BY
OFFICE OF PROCUREMENT
Arlington, VA 22202

7. ADMINISTERED BY (if other than Item 6) CODE -

8. NAME AND ADDRESS OF CONTRACTOR

Innovative Technologies, Inc.
4115 Plainsman Valley Drive, Suite 800
Chantilly, VA 20151

9. AMENDMENT OF SOLICITATION NO.

10. DATED (SEE ITEM 11) 08/21/2002

11. CODE - FACILITY CODE

12. ACCOUNTING AND APPROPRIATION DATA (if required)

13. 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 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 changes 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.

14. DESCRIPTION OF AMENDMENT/MODIFICATION

[Organized by UCP section headings, including solicitation/contract subject matter where feasible.]

SEE PAGE 2.
The purpose of this modification to contract no. 50PAPT201008 is to incorporate a revised Schedule of Items and pricing schedule. Accordingly, the subject contract is hereby modified as follows:

1. Under SECTION B – SUPPLIES AND SERVICES AND PRICES/COSTS, Section B.1 Schedule of Items, is hereby deleted and replaced in its entirety with the revised Section B.1 below which incorporates Wage Determination No. 94-2103, Rev. 26:

**B.1 SCHEDULE OF ITEMS**

The following items are required to support Trademark Operations of the U.S. Patent and Trademark Office (USPTO). A Labor Hour, Task Order, contract is anticipated.

**BASE PERIOD** (October 1, 2002 through September 30, 2003)

<table>
<thead>
<tr>
<th>CLIN</th>
<th>Description/Labor Category</th>
<th>On-Site Burdened Hourly Rate</th>
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DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)
OPTION PERIOD 1 (October 1, 2003 through September 30, 2004)

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* Subcontractor Personnel
DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)

* Subcontractor Personnel
## OPTION II (October 1, 2004 through September 30, 2005)

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**DOCUMENT REDACTED EXEMPTION 4 FOIA**

5 USC § 552(b)(4)
* Subcontractor Personnel

### OPTION PERIOD III (October 1, 2005 through September 30, 2006)

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DOCUMENT REDACTED EXEMPTION 4 FOIA
5 USC § 552(b)(4)
**Subcontractor Personnel**

**OPTION PERIOD IV (October 1, 2006 through September 30, 2007)**

<table>
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<tr>
<th>CLIN</th>
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<th>On-Site Burdened Hourly Rate</th>
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**DOCUMENT REDACTED**

**EXEMPTION 4 FOIA**

5 USC § 552(b)(4)
Except as provided herein, all other terms and conditions remain unchanged and in full force and effect.
The purpose of this modification is to exercise Option Period I. Accordingly, the period of performance of Contract 50PAPT201008 is hereby extended through September 30, 2004.
<table>
<thead>
<tr>
<th>Line Item Number</th>
<th>Description</th>
<th>Delivery Date (Start date to End date)</th>
<th>Quantity</th>
<th>Unit of Issue</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
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</table>

No Changed Line Item Fields

Previous Total:
Modification Total:
Grand Total:
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO. 0003

3. EFFECTIVE DATE 10/17/2003

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (if applicable)

6. ISSUED BY

OFFICE OF PROCUREMENT
Suite 510
Arlington, VA 22202

7. ADMINISTERED BY (if other than Item 6) CODE

8. ADMINISTERED BY

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

Innovative Technologies, Inc.
4115 Pleasant Valley Drive, Suite 800
Chantilly, VA 20151

CODE *

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

9C. AMENDMENT OF CONTRACT ORDER NO.

10A. MODIFICATION OF CONTRACT/ORDER

10B. DATED (SEE ITEM 13)

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 9A and 10A, and returning copies of the amendment;
(b) By acknowledging receipt of this amendment on each copy of the offer submitted;
(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 CONTRACT/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 FAR 43.105(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)

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

SEE PAGE 2

Signature of person authorized to sign

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

Mario J. Martinez, President

15B. CONTRACTOR OFFERED

15C. DATE SIGNED

10/29/03

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

Susan B. Massing

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

20

10/30/03

TNSTANDD FORM 30 (REV. 10-03)
PRESUBIA EDITION
UNUSABLE

GSA F.A.R. 41 CFR 24.143
### Line Item Summary

<table>
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<th>Quantity</th>
<th>Unit of Issue</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

No Changed Line Item Fields

Previous Total:
Modification Total:
Grand Total:
The purpose of this modification to contract no. 50PAPT201008 is to incorporate a revised Schedule of Items and pricing schedule for Option Period I. Accordingly, the subject contract is hereby modified as follows:

1. Under SECTION B – SUPPLIES AND SERVICES AND PRICES/COSTS, Section B.1 Schedule of Items, is hereby revised to delete the schedule for Option Period I and replace with the following which incorporates the latest Wage Determination No. 94-2103, Rev. 30:

<table>
<thead>
<tr>
<th>CLIN</th>
<th>Description/Labor Category</th>
<th>On-Site Burdened Hourly Rate</th>
</tr>
</thead>
</table>

**OPTION PERIOD 1**

DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)

2. Under SECTION J – LIST OF ATTACHMENTS, Attachment A is hereby changed to “Department of Labor Wage Determination No. 94-2103, Rev. 30” which is incorporated by reference.

Except as provided herein, all other terms and conditions remain unchanged and in full force and effect.
I1of

2. AMENDMENT/MODIFICATION NO. 0004
3. EFFECTIVE DATE 09/30/2004
4. REQUISITION/PURCHASE REQ. NO. 362
5. PROJECT NO. (If applicable) 4115
6. ISSUED BY CODE 995
OFFICE OF PROCUREMENT
Suite 810
Arlington, VA 22202
7. ADMINISTERED BY (if other than item 6) CODE 995
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

Innovative Technologies, Inc.
4115 Pleasant Valley Drive, Suite 800
Chantilly, VA 20151
9A. AMENDMENT OF SOLICITATION NO. 0004
9B. DATED (SEE ITEM 11) 08/16/2002
10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAT721008
10B. DATED (SEE ITEM 13) 08/16/2002
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.
☐ 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 FAR 43.103(b).
☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐ D. OTHER (Specify type of modification and authority)
Section I, FAR Clause 52.217-8 Option To Extend Services
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SEE PAGE 2 FOR DESCRIPTION.

15A. NAME AND TITLE OF SIGNER (Type or print)
Susan B. Messina
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)
15C. DATE SIGNED 09/30/2004
16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
16B. NAME AND TITLE OF SIGNER (Type or print)
16C. DATE SIGNED
The purpose of this modification to contract no. 50PAPT201008 is to (1) exercise Option Period II, and (2) incorporate a revised Schedule of Items and pricing schedule for Option Period II. Accordingly, the subject contract is hereby modified as follows:

1. Under SECTION B – SUPPLIES AND SERVICES AND PRICES/COSTS, Section B.1 Schedule of Items, is hereby revised to delete the schedule for Option Period II and replace with the following which incorporates the latest Wage Determination No. 94-2103, Rev. 32:

<table>
<thead>
<tr>
<th>CLIN</th>
<th>Description/Labor Category</th>
<th>On-Site Burdened Hourly Rate</th>
</tr>
</thead>
</table>

   DOCUMENT REDACTED
   EXEMPTION 4 FOIA
   5 USC § 552(b)(4)

2. Under SECTION J – LIST OF ATTACHMENTS, Attachment A is hereby changed to "Department of Labor Wage Determination No. 94-2103, Rev. 32" which is incorporated by reference.

Except as provided herein, all other terms and conditions remain unchanged and in full force and effect.
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

AMENDMENT/MODIFICATION NO. 0005
3. EFFECTIVE DATE 12/15/2004
4. REQUISITION/PURCHASE REQ. NO. 1015PAPT201028
5. PROJECT NO. (If applicable)

6. NAME AND ADDRESS OF CONTRACTOR
   Innovative Technologies, Inc.
   4115 Pleasant Valley Drive,Suite 800
   Chantilly, VA 20151

7. ADMINISTERED BY (If other than item 6) CODE

8. AMENDMENT OF SOLICITATION NO.
   10A. MODIFICATION OF CONTRACT/ORDER NO.

9. DATED (SEE ITEM 11)
   10A. MODIFICATION OF CONTRACT/ORDER NO.
   00
   10B. DATED (SEE ITEM 13)
   00
   10B. DATED (SEE ITEM 13)
   08/05/2002

10. ADDRESS OF CONTRACTOR 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 as amended, by one of the following methods:

☐ By completing Items 6 and 14, and returning ______ copies of the amendment;
☐ By acknowledging receipt of this amendment on each copy of the offer submitted;
☐ 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 telegraph or letter, provided such teleogram 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/OFFERS.
   ☐ 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/OFFER 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 43.109(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 __ copies to the issuing office.

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

SEE PAGE 3 FOR DESCRIPTION.
<table>
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<tr>
<th>Line Item Number</th>
<th>Description</th>
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<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Start date to End date)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

No Changed Line Item Fields

Previous Total: $0.00
Modification Total: $0.00
Grand Total: $0.00
The purpose of this modification to contract no. 50PAPT201008 is to update Section C – Descriptions and Specifications to more accurately describe work currently being performed by the contractor. Accordingly, the subject contract is hereby modified as follows:

1. Under SECTION C – DESCRIPTIONS AND SPECIFICATIONS, the following changes are hereby incorporated:

   a. Delete Sections C.1, C.2, and C.3 in their entirety and replace with the following:

   C.1 STATEMENT OF WORK/SPECIFICATIONS

   The USPTO shall furnish the necessary computer and mailing equipment, office supplies, furniture and facilities to perform the specifications in the Statement of Work. The Contractor shall furnish the necessary personnel and services to perform the following Statement of Work/Specifications. The USPTO will not furnish facilities for Contractor meetings and gatherings not related to the contract requirements.

   C.2 OBJECTIVE

   The Government requires a contractor capable of providing high quality services including data entry, text editing, mail processing and mail room services, optical data capture of incoming papers, optical data capture of existing files, electronically identifying and categorizing optically scanned data, file movement, fee processing and proofreading of source materials provided. Optional requirements may include file maintenance and optical scanning of back files.

   C.3 SCOPE OF WORK

   The Contractor shall provide sufficient personnel to perform Trademark Support Services, which may include the following tasks. Task requirements within the scope of the contract may be added and task requirements may be eliminated based on the USPTO's future needs. Specific tasks requirements will only be authorized through fully executed task orders at the prices set forth in Section B.1.

   C.3.1 QUALITY CONTROL

   The Trademark Office has as a part of its mission the responsibility of achieving and maintaining a high level of quality and customer satisfaction. The Contractor's comprehensive Quality Control (QC) plan shall establish production-oriented quality goals and tracks performance against stated cycle time and accuracy goals in the Section J, Attachment J chart. The purpose of the QC plan will be to initiate and stimulate action.
Emphasis will focus on error prevention rather than removal or correction. The successful offeror will demonstrate how it will ensure cycle time and accuracy goals are achieved and how it will continually monitor them.

C.3.2. SUPPORT SERVICES REQUIRED

The support services to be provided by the contractor consists of tasks that begin with the receipt and initial processing of Trademark applications and other paper correspondence, through to proofreading applications approved for publication in the Trademark Official Gazette (TMOG). These services include, but are not limited to, mailroom operations, data capture, fee processing, proofreading and optional requirements for various other support services.

Because so many of the services provided rely upon government-furnished systems, supplies, and equipment, the contractor has an obligation to notify the government immediately of any GFE and systems malfunctions or deficiencies in required supplies.

Workflow volumes for FY 2005 are provided in Section J, Attachment J. These workflow volumes may fluctuate daily, weekly, or monthly resulting in management and staffing implications. Workload volumes are based on fiscal year filing dates they are received by the USPTO.

C.3.2.1 MAILROOM OPERATIONS

The operation of the Trademark mailroom covers traditional mailroom operations, initial processing of incoming mail and processing all outgoing mail.

These functions include, but are not limited to:

- Picking up Trademark inter-office mail (no file wrappers, except those in interoffice envelopes) from designated office mail-stops (no more than 30 mail stops), sorting Trademark inter-office mail, and delivering all mail (inter-office and United States Postal Service (USPS)) to designated Trademark mail stops twice daily between the hours of 10 and 11 am and again in the afternoon between 3 p.m. and 4 p.m.;
- Ensuring interoffice mail to be delivered to other government offices is deposited for pickup;
- Picking up Trademark mail from the Arlington Mall USPS mail box twice weekly and Plaza Mailboxes each day and delivering mail to designated Trademark mail stops on the regular route;
- Receiving mail from the USPS and other commercial carriers;
- Assigning Trademark Mail Dates (filing dates) to incoming mail according to Office rules, and affixing identifying information to incoming mail;
- Reading incoming mail for determination of appropriate in-house destination, or document type for mail being scanned, according to routing/sorting instructions provided by the Office;
• Scanning all incoming flatwork that can be associated with a serial number;
• Determining if incoming correspondence files have been mis-scanned, using
  Government-supplied tools such as those available in the Trademark Image Capture
  and Retrieval System (TICRS) online supervisor module;
• Processing all USPS-returned mail according to office-provided instructions;
• Researching incoming mail lacking serial number identification for proper processing
  through scanning, or for proper routing;
• Resolving customer inquiries about mail received;
• Mailing postcards received with new applications, determining correct postage when
  postage is inadequate and adding appropriate postage as necessary;
• Inserting outgoing mail into appropriate envelopes, sealing envelopes;
• Affixing proper postage to all outgoing mail;
• Dispatching outgoing mail to the USPS and other commercial carriers;
• Communicating with the USPS to resolve problems;
• Processing outgoing mail requiring special handling, as needed.
• Returning any checks or letters to the applicant that cannot be processed due to a lack
  of necessary information, including a transmittal letter prepared by the government.
• Accepting all hand-delivered mail from walk-in customers during the hours of 8:30
  am and 5 pm at the Customer Service Fee Window.
• Picking up weekly Official Gazette proofs delivering them to the Office of Program
  Control.
• Printing out designated electronic submissions (generally a 1-page form with a
  transmittal sheet indicating routing information) and delivering them to various
  offices as appropriate.

C.3.2.2 FEE PROCESSING

Trademark Fee Processing is responsible for all fee-related transactions. Trademark fees
are collected in two categories: (1) fees associated with new Trademark applications; and
(2) fees associated with flatwork, i.e., various actions (petitions, extensions, etc.) that take
place after a Trademark application has been filed. Fee processing tasks include but are
not limited to:

• processing fee payments submitted (on incoming paper documents only) by cash,
  check, deposit account, credit card and any combination thereof;
• processing fee refunds;
• determining the proper fee code for each transaction;
• responding to telephone and walk-in fee-related inquiries by the public;
• accepting filings from walk-in customers during the hours of 8:30 a.m. and 5 p.m.
  Monday-Friday;
• handling cash and equivalent monetary instruments;
• reconciling daily window activity including submitting accurate bank deposits.

Data is identified from source documents and accurately entered into automated systems.
Daily reconciliation of financial data in preparation of supporting financial
documentation is required. Fee transactions are processed on a first-in-first-out (FIFO) basis and must be completed within 5 business days of receipt of the filing. Full-time staffing of a customer service window that supports various financial and related tasks for external customers is also required.

C.3.2.3 DATA CAPTURE

This task provides for the capture of data from new, unprocessed applications and from applications with data missing TICRS. Data is captured into the various electronic databases by means of optical scanning, indexing, and/or manual data entry of pertinent application data elements. Trademark application files take priority over the scanning of pending or registered files.

C.3.2.3.1 NEW APPLICATION PROCESSING

**Paper Applications**

Trademark applications received on paper must be prepared (processed) in order to ensure all pertinent information enters appropriate databases. Paper application processing includes (1) pre-processing and optically scanning all documents included with the application; (2) identification and categorization of pertinent application data elements (tagging); and (3) assembly of the application into a file folder. One or more senior members of the scanning and tagging operations must be able to interact with Government and other contractor resources at a level that will facilitate solutions to data flow problems and other software and hardware system interactions, such as troubleshooting problems and delivery of software updates. Paper applications must be available for viewing in TICRS and searchable via Xsearch within 7 business days of receipt.

Pre-processing and optical scanning includes, but is not limited to:

- assignment of the application serial number;
- file assembly (placement in file jackets, affixing labels);
- removal of any non-scannable objects, such as staples, paperclips, etc.;
- identification of the application components, especially of embedded drawings and specimens that cannot be captured digitally;
- identification and processing of any bulky (non-scannable) specimens submitted with an application, including digitally photographing or photocopying bulky specimens;
- processing Trademark applications through document scanning equipment;
- visual quality inspection of scanned document images;
- identification of Trademark application components (indexing);
- electronic transfer of image and OCR files to Trade-Ups (a Trademark data entry system);
- checking necessary electronic directories through Explorer in order to review drawing pages that were not cropped and resolve by ensuring drawing pages are sent to this directory that are croppable. This is a daily activity.
• Checking necessary electronic directories to ensure files are uploaded and alerting technical experts when problems are encountered.
• screening all files purportedly needing rescanning to ensure rescanning will fix the problem.
• keeping a record of all files rescanned at the request of the government
• troubleshooting all missing images from files provided to the contractor from the government.
• indexing images so that parts of the documents are uploaded to appropriate databases

Identification of application data elements (tagging) includes, but is not limited to:

• utilizing a PC and monitor and a split-screen image, move information from an application's OCR'd image to the appropriate fields on the data entry form (tagging) without specific assistive technology;
• reviewing each application for completeness, conformance with requirements, and the presence of all information required to grant a filing date;
• determining and assigning design search codes, mark drawing codes, and other supplemental information as appropriate and key enter this information into the appropriate location(s);
• uploading tagged and completed files
• providing the Government with a daily report via e-mail of the batches and application serial numbers processed that day (for Government contract management purposes).

Contract personnel are required to perform the initial pre-exam processing on each scanned application, including being able to read text on a computer screen without specific assistive technology. Work must be performed so that 98% or more of the applications are error free. Contractor is required to promptly correct all work returned because of errors such as misspellings, missing data, incorrect data, data entered in the wrong field, and incomplete data. The contractor is responsible for establishing a quality control program to insure work is performed at the required accuracy level.

The contractor will assure that all 76-series new applications will be scanned and assembled according to instructions provided by the government. The contractor will determine if files were mis-scanned, using government-supplied tools such as those available in the TICRS (the Trademark Image Capture and Retrieval System) online supervisor module, or mis-assembled. These files will be retrieved and corrected by the contractor. The contractor shall report weekly on the volume of recounts.

The contractor will be provided with a report on images missing as a result of scanning problems and will be expected to locate these files, retrieve them, rescan them, and return them to the offices in which they were located.
ELECTRONIC APPLICATIONS

The majority of new Trademark applications are received by means of the internet through the Trademark Electronic Application System (TEAS). TEAS applications processing is all electronic and no paper copies are produced. TEAS applications must be available for searching in Xsearch within 7 business days of application retrieval.

The steps and procedures required of the contractor to process TEAS applications changes as the TEAS system and other data systems are upgraded and modified. The government will keep the contractor apprised of system changes and any impact that those changes may have on staffing requirements.

TEAS application processing includes, but is not limited to:

- Retrieve the application from the TEAS system
- Ensure that the appropriate application fees have been paid electronically
- Identify applications that do not meet the minimum filing requirements
- Identify and categorize the pertinent data elements (tagging) in the same manner as is used in the processing of paper applications.
- Transfer the application to the appropriate databases.

MADRID PROTOCOL

Applications that are received that conform to the Madrid Protocol for international filing are received in an electronic format and are to be processed in a manner consistent with the rules for paper files and TEAS files. Applications filed under the Madrid Protocol are a very small portion of the overall Trademark application volume.

C.3.2.5 SCAN ON DEMAND

The government has an on-going program to electronically capture the images from existing pending and registered Trademark files into TICRS. The capture of pending files is nearly complete. It is anticipated that the scanning of registered files may take as long as 5 years to complete. For both types of application files, the scanning task is similar to scanning and indexing of incoming paper applications.

Pending files are received from various areas of the Trademark office, scanned electronically, the pertinent documents within each file are identified (indexed), and the file returned to the Central Docket. These files generally must be turned around in two business days.

Registered files are will be cycled to first scanning based on two events: When ordered for viewing by the public and when needed in the Post Registration Unit for processing
there. These files generally must be turned around in two business days. Volume of registered files to be scanned over a five-year period is about 1 million files.

C.3.2.4 PROOFREADING OF FILES APPROVED FOR PUBLICATION

The data contained in Trademark application files that have been approved for publication must be verified against the data in the electronic database prior to submission of electronic records to the Government Printing Office (GPO) for printing. Data quality is critical to the registration process and is a critical customer service issue. The electronic application data, including a review of the file image, is checked against papers contained in the application file to ensure that spelling, spacing, punctuation, and formatting are correct and that data is not missing or entered into incorrect fields or records. Errors are corrected by text editing the appropriate fields, using Trade-Ups, to bring the electronic database data into compliance with the application file. Questions to resolve substantive discrepancies between data in the application file and data shown on the full-file printout and in the TRAM database are entered on a 'Trademark Query Control Form' and directed to a Government monitor for resolution. Proofreading instructions are contained in the Data Entry Manual and the TIPS Official Gazette Review Proofreading Instructions, provided by the Government. An Official Gazette date must be set by computer transaction for each application that is proofread.

Files received for proofreading are processed on a first-in/first-out (FIFO) basis, unless specifically requested by any of the Trademark managers. Turnaround time is 5 business days from receipt of the daily report of files available for proofreading. The contractor must be alert to receiving the automated daily report and notify both the COTR and a designated contact in the Office of Trademark Program Control immediately if the report is not received. Volume should approximate the annual volume of applications received, less the current abandonment rate.

b. Under Section C.6, the first paragraph is hereby deleted and replaced with the following:

"The Contractor shall furnish two reports to the COTR designated in Section G.3. The first report is due every other Tuesday, and the second report is due on a weekly basis."

2. Except as provided herein, all other terms and conditions remain unchanged and in full force and effect.
1. CONTRACT ID CODE
0006

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE
07/29/2005

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY
CODE *
OFFICE OF PROCUREMENT
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)
Innovative Technologies, Inc.
4115 Pleasant Valley Drive, Suite 800
Chantilly, VA 20151

9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
50PAPT201008
10B. DATED (SEE ITEM 13)
08/16/2002

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 9 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.

☐ 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 FAR 49.103(b).

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☐ D. OTHER (Specify type of modification and authority)
FAR 52.243-03

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 SHEET(s).

NSN 540-01-152-8070

PREVIOUS EDITION

UNUSABLE

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR)
53.243
<table>
<thead>
<tr>
<th>Line Item Number</th>
<th>Description</th>
<th>Delivery Date (Start date to End date)</th>
<th>Quantity</th>
<th>Unit of Issue</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

No Changed Line Item Fields

Previous Total: $0.00
Modification Total: $0.00
Grand Total: $0.00
The purpose of this modification is to modify Section C, Section H and J of the contract. Accordingly, Contract Number 50PAPT201008 is hereby modified as follows:

1. **Section C.4.3 -- Key Personnel** – The Section C.4.3, Key Personnel is revised to read: "The Government requires an onsite Program Manager, System/Technical Administrator and Tagging/Proofing Supervisor for scanning permanently stationed at the Trademark Office during the contract period. Key personnel under this contract are specified in Section H.6."

2. **Section C.6 -- Reporting Requirements** – Delete this section in its entirety and replaced with the following:

"The contractor shall furnish the following recurring reports, with a copy to the COTR:

**Incoming ROA Correspondence Counts**: Provide a weekly report by email, detailing a count of the paper-submitted 76- and 78-series ROAs, and a count of the TEAS ROAS, for the week-to-date, and summary data after the first week’s report. The report will be from FY to FY.

**PRU Scanning Report**: Provide a COB daily emailed report of
- Count of files received from the Central Docket the previous day
- Count of files returned to PRU thru COB date of report
- Count of PRU files remaining on hand for scanning
- Oldest date of receipt in Scanning of PRU files still awaiting scanning

**LOP Report needed until 8/05**: Email a report by COB each week listing the serial numbers scanned during the previous week.

**Proofing Backlog Report through 9/30/05**: Email a weekly report on the status of the proofing situation each Monday by 11 am.

The report should provide the following information:

- Count of files added to the electronic report from the previous week.
- Count of files proofed during the same period.
- Count of files remaining, from the CM154 report.
- Special problems encountered during the reporting week and the status of their resolution (ie, major systems outages affecting production).

**Weekly “Daily” Report**. Email this weekly report. The report will identify all new application filings by serial number, filing date, and date processed.
Section C.6 (Continued)

**Biweekly COTR Report:** The biweekly COTR report provides production volumes on all details of the contract, summary volumes for the task and for the project, quality data, and cycle time information.

**Weekly Query Report:** Email the managing attorney with all proofing files for which the proofers have questions for the previous week, after first ensuring that the query is not a repeat query for the same problem on the same file. Doesn't matter what day of the week the report is sent to the respective manager. The contractor should include a biweekly count of files queried on the COTR report.

**Weekly TTAB Mail Report Needed.** Starting with the week ending August 2, 2004, email with a report of the count of TTAB mail taken to TTAB for that reporting week. Include this count in the biweekly COTR report.

**Quarterly Report Needed, for Robert Allen.** Email with the quarterly and FY YTD counts for:

- Total Incoming Mail
- Total Outgoing Mail
- Total Fee Items Processed
- Total Incoming Correspondence Captured
- Total Number of Files Proofed

This quarterly report must be emailed within one week after the quarters ending with December, March, June, and September.

4. **Other:** Special Purpose, one-time or short term recurring reports on detailed tasks performed may be required."

3. Section H.6 (a) — KEY PERSONNEL

(a) The Contractor shall assign to this contract the following key personnel:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Redacted</td>
<td></td>
</tr>
<tr>
<td>Exemption 4 FOIA</td>
<td></td>
</tr>
<tr>
<td>5 USC § 552(b)(4)</td>
<td></td>
</tr>
</tbody>
</table>

4. Section J — LIST OF ATTACHMENT — Attachment J -- Cycle Time/Accuracy/Volume Workload Table is hereby revised under the contract and is at Attachment 1 hereto.

Except as provided herein all other contract terms and conditions remains unchanged and in full force and effect.
### Comparison of 2003 Versus 2005 Performance Standards for Trademark Services Support Contractor

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly of New Paper Application Files</td>
<td>Within 1 Week of Receipt</td>
<td>98%</td>
<td>125,000</td>
<td>50,000</td>
<td>35,000</td>
<td>Daily</td>
</tr>
<tr>
<td>Scanning New Paper Application Files</td>
<td>Within 6 Days of Receipt</td>
<td>98%</td>
<td>30,000</td>
<td>25,000</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Scan Pending Files</td>
<td>Within 1 Day of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>2,000</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Scan Registered Files</td>
<td>Within 1 Day of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>5,000</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Reclassification of Unclassified Images</td>
<td>Within 1 Day of Request</td>
<td>98%</td>
<td>NA</td>
<td>4,000</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Produce Archive Images for Dewitt (QC Effort)</td>
<td>Within 2 Weeks of Request</td>
<td>98%</td>
<td>NA</td>
<td>25 CDs</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Scanning Child Apps</td>
<td>Within 2 Days of Request</td>
<td>100%</td>
<td>NA</td>
<td>0</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Scanning Backlog of Child Apps</td>
<td>Within 3 mos of contract</td>
<td>100%</td>
<td>3,000</td>
<td>NA</td>
<td></td>
<td>Eliminated</td>
</tr>
<tr>
<td>Process TDR Request</td>
<td>Within 7 Days of Receipt</td>
<td>100%</td>
<td>NA</td>
<td>800</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Process New Paper Applications</td>
<td>Within 5 Days of Receipt</td>
<td>99%</td>
<td>55,000</td>
<td>50,000</td>
<td>35,000</td>
<td>Daily</td>
</tr>
<tr>
<td>Process Flatwork (Incoming Correspondence)</td>
<td>Within 5 Days of Receipt</td>
<td>99%</td>
<td>included in 266K</td>
<td>80,000</td>
<td>80,000</td>
<td>Daily</td>
</tr>
<tr>
<td>Process Refunds</td>
<td>Within 1 Day of Receipt</td>
<td>100%</td>
<td>NA</td>
<td>2,000</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Fee Process at the Customer Service Window</td>
<td>COB each day</td>
<td>99%</td>
<td>200,000</td>
<td></td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Tag &amp; Upload New Paper Application Files</td>
<td>Within 10 Days of Receipt</td>
<td>99%</td>
<td>125,000</td>
<td>50,000</td>
<td>35,000</td>
<td>Daily</td>
</tr>
<tr>
<td>Tag &amp; Upload New TEAS Application Files</td>
<td>Within 2 Days of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>200,000</td>
<td>250,000</td>
<td>Daily</td>
</tr>
<tr>
<td>Tag &amp; Upload New IB Application Files</td>
<td>Within 8 Hours of Receipt</td>
<td>100%</td>
<td>NA</td>
<td>5,000</td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Correction of Filing Receipts</td>
<td>Within 2 Days of Scanning</td>
<td>100%</td>
<td>NA</td>
<td>3,600</td>
<td></td>
<td>Daily</td>
</tr>
</tbody>
</table>

**Tasks:**
- Delivery & Pickup of Interoffice Mail to Trademark Offices (Scheduled)
- Delivery of Routing Sheets (Scheduled)
- Delivery of New Applications to Central Docket (Scheduled)
- Pick up and Delivery of Madrid Process Unit Mail from Crystal City Plaza
- Process Incoming Mail (Non-Fee Items)
- Process E-TEAS Documents
- Process Undeliverable Mail
- Process Incoming Non-scannable Items
- Process Outgoing Mail
- Assembly of New Paper Application Files
- Assembly of New TEAS Application Files
- Process of Informal Applications
- Process of FAST Informal Applications
- Scan New "Paper" Applications
- Process Inbound Rightfaxes
- Scan Correspondence (included 2003 tasks from Mailroom Processing)
- Scan and Upload MPU Documents
- Scan Voluminous Evidence
- Scan and Upload 89(s) Documents
- Scan Pending Files
- Scan Registered Files
- Reclassification of Unclassified Images
- Produce Archive Images for Dewitt (QC Effort)
- Scanning Child Apps
- Scanning Backlog of Child Apps
- Process TDR Request
- Process New Paper Applications
- Process Flatwork (Incoming Correspondence)
- Process Refunds
- Fee Process at the Customer Service Window
- Tag & Upload New Paper Application Files
- Tag & Upload New TEAS Application Files
- Tag & Upload New IB Application Files
- Correction of Filing Receipts
Comparison of 2003 Versus 2005 Performance Standards for Trademark Services Support Contractor

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cycle Time</td>
<td>225,000</td>
<td>250,000</td>
<td>275,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accuracy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Files On Electronic Proofing Report</td>
<td>Within 5 Days of Notification</td>
<td>98%</td>
<td></td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>OG Bounced file Pickup</td>
<td>Each Day</td>
<td>100%</td>
<td>5200</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Delivery of Queries to Monitor</td>
<td>Each Day</td>
<td>100%</td>
<td>10,000</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Delivery of COPs to LOs and OTPC</td>
<td>Each Day</td>
<td>100%</td>
<td>7000</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Misc File Pick-ups and Delivery</td>
<td>As requested</td>
<td>100%</td>
<td>5000</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Proofing Pick-ups</td>
<td>Each Day</td>
<td>98%</td>
<td>250,000</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Biweekly COTR Report</td>
<td>Tues</td>
<td>26</td>
<td>26</td>
<td>26</td>
<td>Biweekly</td>
</tr>
<tr>
<td>Weekly Proofing Query Report</td>
<td>Mondays</td>
<td>NA</td>
<td>52</td>
<td>52</td>
<td>Weekly</td>
</tr>
<tr>
<td>Weekly Report to TTAB</td>
<td>Fridays</td>
<td>NA</td>
<td>52</td>
<td>52</td>
<td>Weekly</td>
</tr>
<tr>
<td>Monthly Incoming Correspondence Report to Sharon Marsh</td>
<td>Mondays</td>
<td>NA</td>
<td>12</td>
<td>52</td>
<td>Weekly</td>
</tr>
<tr>
<td>Weekly Proofing Backlog Report</td>
<td>Mondays</td>
<td>NA</td>
<td>13</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Weekly Production Report (&quot;Daily&quot;)</td>
<td>COB each</td>
<td>52</td>
<td>52</td>
<td>52</td>
<td>Weekly</td>
</tr>
<tr>
<td>LOP Report</td>
<td>Week</td>
<td>NA</td>
<td>thru 8/5</td>
<td>0</td>
<td>Weekly</td>
</tr>
<tr>
<td>PRU Scanning Report</td>
<td>Daily</td>
<td>NA</td>
<td>200</td>
<td>0</td>
<td>NA</td>
</tr>
</tbody>
</table>

ATTACHMENT 1
The purpose of this modification, MO07, to contract 50PAPT201008, is to exercise Option Period III. The period of performance is hereby extended through September 30, 2006.
<table>
<thead>
<tr>
<th>Line Item Number</th>
<th>Description</th>
<th>Delivery Date (Start date to End date)</th>
<th>Quantity</th>
<th>Unit of Issue</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

This is Contract No. 50PAPT201008, Modification 7. The period of performance is through September 30, 2006.

No Changed Line Item Fields

Previous Total: $0.00
Modification Total: $0.00
Grand Total: $0.00

The Procurement POC is Joe Troia (571)272-8407. The Program Office POC is Marian Bruffy (571)272-9513.
## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

### 1. CONTRACT ID CODE

**Page 1 of 1**

### 2. AMENDMENT/MODIFICATION NO.
**0008**

### 3. EFFECTIVE DATE
**01/23/2006**

### 4. REQUISITION/PURCHASE REQ. NO.

### 5. PROJECT NO. (If applicable)

### 6. ISSUED BY CODE
**OFFICE OF PROCUREMENT**


### 7. ADMINISTERED BY (If other than item 6) CODE

### 8. NAME AND ADDRESS OF CONTRACTOR

**Innovative Technologies, Inc.**

4115 Pleasant Valley Drive, Suite 600

Chantilly, VA 20151

### 9A. AMENDMENT OF SOLICITATION NO.

### 9B. DATED (SEE ITEM 11)

### 9C. MODIFICATION OF CONTRACT/ORDER NO. (See Item 10)

### 10A. MODIFICATION OF CONTRACT/ORDER NO.

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

**5/19/2002**

### 11. FACILITY CODE

### 12. ACCOUNTING AND APPROPRIATION DATA

**NONE**

### 13. THIS ITEM ONLY APPLIES TO MODIFICATIONS 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 data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 49.109(c).

- **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, **X** is required to sign this document and return 1 copies to the issuing office.

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION

(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See following pages.

---

**Note:** All terms and conditions of the document referenced in Item 9A or 9C, as hereinafter changed, remain unchanged and in full force and effect.

### 15A. NAME AND TITLE OF SIGNER (Type or print)
**Marc J. Martinez, President**

**Signature of person authorized to sign**

**2-1-06**

### 15B. DATE SIGNED

**2-1-06**

### 15C. DATE SIGNED

**2-1-06**

### 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
**Eileen Madison**

**Signature of Contracting Officer**

**5/19/2002**

---

<table>
<thead>
<tr>
<th>Line Item Number</th>
<th>Description</th>
<th>Delivery Date (Start date to End date)</th>
<th>Quantity</th>
<th>Unit of Issue</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

No Changed Line Item Fields

Previous Total: $0.00
Modification Total: $0.00
Grand Total: $0.00

The Procurement POC is Eileen McGlinn (571)272-6564. The Program Office POC is Marlen Brufy (571)272-6613.
1. Reference is made to Section B, clause B.3, entitled "Ceiling Price." Clause B.3 is deleted in its entirety and replaced as follows:

Insert:

"B.3 TOTAL ESTIMATED AMOUNT

The total estimated value of this contract, inclusive of all task orders, is $25,000,000."

2. The following Contract Line Item Numbers (CLINS) are inserted into Section B:

Insert:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Supply or Service</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4050</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4051</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4052</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4053</td>
<td>Reserved</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4056</td>
<td>Reserved</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4057</td>
<td>Reserved</td>
<td></td>
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<td></td>
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<tr>
<td>4058</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4059</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4060</td>
<td>Proofing Backlog</td>
<td>1</td>
<td>Lt</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elimination (1 Lt = 41,025 files). This is a FFP CLIN. SOW in Task Order (TO) DOC56PAPT0505046 applies. Funding to be provided under individual TO.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4061</td>
<td>Reclassification and 1 Lt</td>
<td>To Be Determined (TBD)</td>
<td>(TBD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indexing for T/TS. SOW in TO DOC56PAPT0505071 Applies. This is a FFP CLIN. Funding to be provided under individual TO.</td>
<td></td>
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DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)
3. The Statements of Works (SOWs) contained in DOC56PAPT0505046 (Proofing Backlog), DOC56PAPT0505071 (Reclassification and Indexing), and DOC56PAPT0505072 (Warehouse Scanning) are hereby incorporated, by reference, into Section C of basic Contract DOC50PAPT201008. These SOWs relate to FFP CLINs 4060, 4061, and 4062, respectively. The SOWs for these FFP CLINs are not requirements type SOWs. All other portions of the SOW contained in Contract DOC50PAPT201008 is Labor Hour requirements type.

4. The following clauses, associated with CLINs 4060 through 4062, are added:

In Section F, insert:

REQUIRED DELIVERY DATE FOR CLINs 4060 THROUGH 4062

Required delivery date will be specified on individual Task Orders issued hereunder.

2. In Section I, insert the following:

52.232-01 Payments (1984)
52.242-15 Stop Work Order (Aug 1989)
52.242-17 Government Delay of Work (Apr 1984)
52.243-01 Changes Fixed Price Alternate I (Aug 1987)
52.245-02 Government Property (Fixed Price Contracts) (May 2004)
52.246-04 Inspection of Services – Fixed Price (Aug 1996)
52.249-08 Default (Fixed Price Supply and Service) (Apr 1984)
3. Reference is made to Section B – Schedule of Supplies, Services, and Prices, Section B1. This modification corrects an error made upon issuance of Modification 0001, and later compounded in succeeding price adjustments to option years. The revised Base Year and Option I through III rates reflect incorporation of the applicable revision of Wage Determination No. 94-2103 for that time period. The items and prices listed for the Base Year and Options I through IV are hereby deleted and replaced by the corrected rates on the last 10 pages of this modification starting with the title “Section B1 Schedule of Supplies, Services, and Prices.”

4. Reference is made to Section J, Attachment J, entitled “Cycle Time, Accuracy, Volume, Workloads Table.” Attachment J is deleted and is replaced with the following revised Attachment J (3 pages):

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery &amp; Pickup of Interoffice Mail to Trademark Office</td>
<td>Within 1 Day of Receipt</td>
<td>88% 700,000</td>
<td>750,000</td>
<td>750,000</td>
<td>600,000</td>
</tr>
<tr>
<td>Delivery of IPC and TEAS Routing Sheets to Central Docket</td>
<td>Within 1 Day of Scanning</td>
<td>98% NA</td>
<td>275,000</td>
<td>300,000</td>
<td>425,000</td>
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<tr>
<td>Delivery of New Applications to Central Docket</td>
<td>Within 1 Day of Assembly</td>
<td>98% 125,000</td>
<td>250,000</td>
<td>35,000</td>
<td>250,000</td>
</tr>
<tr>
<td>Pickup of OG Proof</td>
<td>Within 1 Day of Notification</td>
<td>100% 1-2 boxes</td>
<td>1 Case per week</td>
<td>1 Case per week</td>
<td>1 Case per week</td>
</tr>
<tr>
<td>Pickup and Delivery of Mail from Crystal City Plaza Unit Mail</td>
<td>Within 1 Hour of Pickup</td>
<td>100% NA</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Mailroom &amp; Mail Processing</td>
<td>Within 1 Day of Receipt</td>
<td>100% 3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
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<tr>
<td>Process Incoming Mail (USPS, Couriers, OPJE, Walk-in)</td>
<td>Within 2 Days of Receipt</td>
<td>98% **</td>
<td>700,000</td>
<td>675,000</td>
<td>200,000</td>
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<tr>
<td>Print E-TEAS Documents</td>
<td>Within 1 Day of Receipt</td>
<td>100% NA</td>
<td>225,000</td>
<td>280,000</td>
<td>280,000</td>
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<td>Process Unscannable Mail</td>
<td>Within 1 Day of Scanning</td>
<td>100% NA</td>
<td>4,000</td>
<td>4,000</td>
<td>7,000</td>
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<tr>
<td>Process Incoming Non-Scanable Items</td>
<td>Within 1 Day of Receipt</td>
<td>100% **</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
</tr>
<tr>
<td>Process Outgoing Mail</td>
<td>Within 1 Day of Pickup/Receipt</td>
<td>99% 625,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
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<tr>
<td>Assembly of New Paper Application Files</td>
<td>Within 1 Week of Tagging</td>
<td>98% 125,000</td>
<td>50,000</td>
<td>35,000</td>
<td>25,000*</td>
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<tr>
<td>Assembly of New TEAS Application Files</td>
<td>Within 1 Week of Tagging</td>
<td>98% NA</td>
<td>200,000</td>
<td>0</td>
<td>250,000*</td>
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<td>Process of Informal Applications</td>
<td>Within 1 Week of Scanning</td>
<td>99% 5000</td>
<td>3,000</td>
<td>3,000</td>
<td>2,000</td>
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<tr>
<td>Process of FAST</td>
<td>Within Day of Notification</td>
<td>98%</td>
<td>NA</td>
<td>1,000</td>
<td>1,000</td>
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<td>Scan New &quot;Paper&quot; Applications</td>
<td>Within 7 Days of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>25,000</td>
<td>25,000</td>
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<td>Process Inbound Faxes</td>
<td>Within 1 Day of Receipt</td>
<td>96%</td>
<td>NA</td>
<td>26,000</td>
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<td>Scan Incoming Correspondence</td>
<td>Within 2 Days of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>10,000</td>
<td>250,000</td>
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<tr>
<td>Scan and Upload APU Documents</td>
<td>Within 1 Day of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>2,000</td>
<td>2,000</td>
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<tr>
<td>Scan Voluminous Evidence</td>
<td>Within 1 Day of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>6,000</td>
<td>6,000</td>
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<tr>
<td>Scan and Upload 3rd Documents</td>
<td>Within 1 Day of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>1,000</td>
<td>1,000</td>
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<td>Scan Pending Files</td>
<td>Within 1 Day of Receipt</td>
<td>98%</td>
<td>NA</td>
<td>150,000</td>
<td>5,000</td>
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<td>Scan Registered Files</td>
<td>Within 1 Day of Receipt</td>
<td>100%</td>
<td>NA</td>
<td>5,000</td>
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<td>Reclassification of Unclassified Images</td>
<td>Within 1 Day of Receipt</td>
<td>100%</td>
<td>NA</td>
<td>1,200</td>
<td>1,000</td>
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<td>Produce Archive Images for Dewitt (QC effort)</td>
<td>Within 2 weeks of Request</td>
<td>98%</td>
<td>NA</td>
<td>25 CDs</td>
<td>0</td>
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<tr>
<td>Scanning Child Apps</td>
<td>Within 2 days of Request</td>
<td>100%</td>
<td>500</td>
<td>NA</td>
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<td>Scanning Backlog of Child Apps</td>
<td>Within 3 mos of contract</td>
<td>100%</td>
<td>3000</td>
<td>NA</td>
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<td>Process TDR Request</td>
<td>Within 7 Days of Receipt</td>
<td>100%</td>
<td>NA</td>
<td>50</td>
<td>600</td>
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<td>Process New Paper Applications</td>
<td>Within 6 Days of Receipt</td>
<td>99%</td>
<td>NA</td>
<td>365,000</td>
<td>35,000</td>
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<td>Process Flawless (Incoming Correspondence)</td>
<td>Within 6 Days of Receipt</td>
<td>99%</td>
<td>Included in 365K</td>
<td>80,000</td>
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<td>Process Govt Requested Refunds</td>
<td>Within 1 Day of Receipt</td>
<td>100%</td>
<td>NA</td>
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<td>Fee Process at the Customer Service Window (excludes refunds)</td>
<td>COB each day</td>
<td>99%</td>
<td>25,000</td>
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<td>Tag &amp; Upload New Paper Application Files</td>
<td>Within 10 Days of Receipt</td>
<td>99%</td>
<td>125,500</td>
<td>30,000</td>
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<td>Tag &amp; Upload New TEAS Application Files</td>
<td>Within 2 Days of Firewalls</td>
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<td>Within 5 Days of Notification</td>
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<td>Report to Sharon</td>
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<td>Marsh</td>
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<td>Backlog Report</td>
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<td>LOP Report</td>
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Attachment J (page 3 of 3)
Section B1: SCHEDULE OF SUPPLIES, SERVICES, AND PRICES

Revised Base Period (October 1, 2002– September 30, 2003)
WD 94-2103 Rev 26

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Category</th>
<th>On-Site Burdened Hourly Rate</th>
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5 USC § 552(b)(4)
Revised Option Period I (October 1, 2003 - September 30, 2004)
WD 94-2103 Rev 30

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5 USC § 552(b)(4)
Revised Option Period II (October 1, 2004 - September 30, 2005)
WD 94-2103 Rev 32

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EXEMPTION 4 FOIA
5 USC § 552(b)(4)
Revised Option Period III (October 1, 2005 - September 30, 2006)
WD 94-2103 Rev 34

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EXEMPTION 4 FOIA
5 USC § 552(b)(4)
DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)

* Subcontractor Personnel
Revised Option Period IV (October 1, 2006 - September 30, 2007)
WD 94-2103 Rev 34

<table>
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<th>Category</th>
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<th>Hourly Rate</th>
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EXEMPTION 4 FOIA
5 USC § 552(b)(4)
DOCUMENT REDACTED
EXEMPTION 4 FOIA
5 USC § 552(b)(4)

* Subcontractor Personnel