

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract ID Code

Page Of Pages
1 | 2

2. Amendment/Modification No.
1

3. Effective Date
April 30, 1998

4. Requisition/Purc. Req No.
134P9703879

5. Project No. (if applicable)

6. Issued By
Office of Procurement
US Patent and Trademark Office
2011 Crystal Drive, Suite 810
Arlington, VA 22202

CODE

Procure

7. Administered By (if other than item 6)

8. Name and Address of Contractor (No., street, city, county, State, ZIP)

Vistronix, Inc.
8391 Old Courthouse Road
Suite 220
Vienna, VA 22182

9A. Amendment of Solicitation No.

9B. Dated (see item 11)

10A. Modification of Contract/Order No.
50PAPT700028

10B. Dated (see item 13)
October 01, 1997

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)

See Detail

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS 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 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 6 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 MO01 to Contract No. 50-PAPT-7-00028. 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.

15A. Name and Title of Signer (type or print)

FARRICK TRUAX, UP

16A. Name and Title of Contracting Officer (Type or print)

Kudrewicz, Kate

15B. Contractor/Officer

15C. Date Signed

4/30/98

16B. United States of America

16C. Date Signed

4/30/98

(Signature of person authorized to sign)

(Signature of Contracting Officer)

EXCEPTION TO SF 30

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

APPROVED BY OIRM 11-84

AMENDMENT of SOLICITATION/MODIFICATION of CONTRACT (Continued)

2. Amendment/Modification No. 1	3. Effective Date April 30, 1998	4. Requisition/Purchase Req. No. 134P9703879	5. Project No. (if applicable)
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A. ITEM NO.	B. SUPPLIES/SERVICES	C. QUANTITY	D. UNIT	E. UNIT PRICE	F. AMOUNT
	Accounting/Appropriation Data				
	98-A-134100-134100-2529-131500-\$21,864.50				
	98-A-134100-134100-2529-330150-\$48,690.50				

G. TOTAL AMOUNT OF CONTRACT	\$70,555.00
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The purpose of this modification no. MO01 to contract no. 50-PAPT-7-00028 is to provide for the incorporation of and funding for ten additional positions, incorporation of an additional line item for microfilming and for incorporation of the latest Department of Labor Wage Determination. This modification will also reassign the role of the Contracting Officers Technical Representative and incorporate the Quality Control and Quality Assurance Plan. Accordingly the subject contract is hereby modified as follows:

1. Incorporate into the subject contract, for the base period and all option years 10 additional positions. One (1) additional position at contract line item numbers (CLINs) 0108, 1108, 2108, 3108 and 4108, entitled Fee Processor III, which increases the total FTE for that line item from two to three. One (1) additional position at CLINs 0109, 1109, 2109, 3109 and 4109, entitled Fee Processor IV, which increases the total FTE for that line item from two to three. Eight (8) additional positions are added at CLINs 0111, 1111, 2111, 3111, and 4111, entitled Data Entry Clerk II, which increases the total FTE for that line item from 14 to 22. For convenience and ease of incorporation a new Section B, "Schedule of Services Prices/Costs" is provided as an attachment to this modification to reflect these additional positions.
2. Incorporate into the subject contract, Department of Labor Wage Determination, 94-2103, Revision 14, dated 7/1/1997. A new Section B, Schedule of Services Prices/Costs is provided as an attachment to this modification, to reflect the increase in the labor rates for the affected positions. Funding is hereby added to the total obligations under the subject contract, to provide for the increase of the fixed labor rates affected by the Wage Determination, as per contractor proposal dated January 20, 1998.
3. Incorporate into the subject contract for the base period and the first option period, at Section B, new CLINs 0189 and 1189, entitled Microfilming and Duplication of Trademark Registration Certificates. The statement of work for this new line item is provided as an attachment to this modification. Funding for this new base period CLIN is hereby added to the contract. For convenience and ease of incorporation a new Section B, "Schedule of Services Prices/Costs" is provided as an attachment to this modification to reflect incorporation of the new CLINs.

4. To Section G, "Contract Administration Data", specifically clause G.3. entitled "Contracting Officer's Technical Representative (COTR)" incorporate new COTR, as Mr. Alvin Fentress. For the remainder of this contract or until such time as this clause is modified, Mr. Fentress will replace Mr. Terron Sims as the COTR. For convenience, remove page 28 of the subject contract and replace it with new page 28 as provided.

5. Incorporate into the subject contract at Section H, "Special Contract Requirements", specifically clause H.11, entitled "Incentive Evaluation Plan" of the contract, the Quality Control/Quality Assurance Plan provided as an attachment to this modification mutually conceived and agreed to by the Consolidated Acquisition for Trademarks Support Services (CATS) Team and the Partnership Quality Council, which included contractor representatives.

6. Current obligations under the contract are at \$3,000,000.00. This contract increases total obligations under this contract from \$3,000,000.00 by \$70,555.00 to a new total of \$3,070,555.00.

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

BASE PERIOD					
OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
01XX	Positions and FTE for the Accomplishment of the CATS Requirement				
0101	PROJECT MANAGER	1.0	1,860	\$ 63.26	\$ 117,664
0102	OPERATIONS SUPERVISOR	2.0	3,720	\$ 34.35	\$ 127,782
0103	MAIL CLERK I	2.0	3,720	\$ 13.96	\$ 51,931
0104	MAIL CLERK II	3.0	5,580	\$ 16.31	\$ 91,010
0105	MAIL CLERK III	3.0	5,580	\$ 18.19	\$ 101,500
0106	MAIL CLERK IV	6.0	11,160	\$ 25.27	\$ 282,013
0107	FEE PROCESSOR II	3.0	5,580	\$ 16.31	\$ 91,010
0108	FEE PROCESSOR III	3.0	5,480	\$ 18.19	\$ 99,681
0109	FEE PROCESSOR IV	3.0	5,480	\$ 25.27	\$ 138,480
0110	DATA ENTRY CLERK I	0.5	930	\$ 16.91	\$ 15,726
0111	DATA ENTRY CLERK II	22.0	40,120	\$ 18.84	\$ 755,861
0112	TEXT EDITOR I	3.0	5,580	\$ 16.91	\$ 94,358
0113	TEXT EDITOR II	7.0	13,020	\$ 18.84	\$ 245,297
0114	PROOFREADER I	1.0	1,860	\$ 18.19	\$ 33,833
0115	PROOFREADER II	7.0	13,020	\$ 25.27	\$ 329,015
0116	CONVERSION TECH III	3.0	5,580	\$ 17.97	\$ 100,273
0117	QUALITY SUPERVISOR	1.0	1,860	\$ 37.70	\$ 70,122
0118	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 25.27	\$ 47,002
		71.5	131,990		\$ 2,792,558
0188	Microfilm per roll costs	624.0	Rolls	\$ 138.00	\$ 83,373
0189	Microfilm Certificates of Registration	70.0	Film Sets	\$ 275.00	\$ 19,250
		30.0	Lib. Dups.	\$ 52.29	\$ 1,569
	TOTAL BEFORE INCENTIVE				\$ 2,896,750
0199	Incentive Fee	6%			\$ 173,805
	TOTAL W/100% INCENTIVE				\$ 3,070,555

BASE PERIOD					
OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
02XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
0202	OPERATIONS SUPERVISOR			\$ 34.35	\$ -
0203	MAIL CLERK I			\$ 13.96	\$ -
0204	MAIL CLERK II			\$ 16.31	\$ -
0205	MAIL CLERK III			\$ 18.19	\$ -
0206	MAIL CLERK IV			\$ 25.27	\$ -
0207	FEE PROCESSOR II			\$ 16.31	\$ -
0208	FEE PROCESSOR III			\$ 18.19	\$ -
0209	FEE PROCESSOR IV			\$ 25.27	\$ -
0210	DATA ENTRY CLERK I			\$ 16.91	\$ -
0211	DATA ENTRY CLERK II			\$ 18.84	\$ -
0212	TEXT EDITOR I			\$ 16.91	\$ -
0213	TEXT EDITOR II			\$ 18.84	\$ -
0214	PROOFREADER I			\$ 18.19	\$ -
0215	PROOFREADER II			\$ 25.27	\$ -
0216	CONVERSION TECH III			\$ 17.97	\$ -
0217	QUALITY SUPERVISOR			\$ 37.70	\$ -
0218	QUALITY CONTROL SPECIALIST			\$ 25.27	\$ -
		0.0	0		\$ -

BASE PERIOD					
OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
03XX	Overtime Pool				
0302	OPERATIONS SUPERVISOR			\$ 34.35	\$ -
0303	MAIL CLERK I			\$ 20.94	\$ -
0304	MAIL CLERK II			\$ 24.47	\$ -
0305	MAIL CLERK III			\$ 27.29	\$ -
0306	MAIL CLERK IV			\$ 37.91	\$ -
0307	FEE PROCESSOR II			\$ 24.47	\$ -
0308	FEE PROCESSOR III			\$ 27.29	\$ -
0309	FEE PROCESSOR IV			\$ 37.91	\$ -
0310	DATA ENTRY CLERK I			\$ 25.37	\$ -
0311	DATA ENTRY CLERK II			\$ 28.26	\$ -
0312	TEXT EDITOR I			\$ 25.37	\$ -
0313	TEXT EDITOR II			\$ 28.26	\$ -
0314	PROOFREADER I			\$ 27.29	\$ -
0315	PROOFREADER II			\$ 37.91	\$ -
0316	CONVERSION TECH III			\$ 26.96	\$ -
0317	QUALITY SUPERVISOR			\$ 37.70	\$ -
0318	QUALITY CONTROL SPECIALIST			\$ 37.91	\$ -
					\$ 200,000

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
11XX	Positions and FTE for the Accomplishment of the CATS Requirement				
1101	PROJECT MANAGER	1.0	1,860	\$ 64.84	\$ 120,602
1102	OPERATIONS SUPERVISOR	2.0	3,720	\$ 35.21	\$ 130,981
1103	MAIL CLERK I	2.0	3,720	\$ 13.83	\$ 51,448
1104	MAIL CLERK II	3.0	5,580	\$ 16.16	\$ 90,173
1105	MAIL CLERK III	3.0	5,580	\$ 18.02	\$ 100,552
1106	MAIL CLERK IV	6.0	11,160	\$ 25.03	\$ 279,335
1107	FEE PROCESSOR II	3.0	5,580	\$ 16.16	\$ 90,173
1108	FEE PROCESSOR III	3.0	5,580	\$ 18.02	\$ 100,552
1109	FEE PROCESSOR IV	3.0	5,580	\$ 25.03	\$ 139,667
1110	DATA ENTRY CLERK I	0.5	930	\$ 16.88	\$ 15,698
1111	DATA ENTRY CLERK II	22.0	40,920	\$ 18.81	\$ 769,705
1112	TEXT EDITOR I	3.0	5,580	\$ 16.88	\$ 94,190
1113	TEXT EDITOR II	7.0	13,020	\$ 18.81	\$ 244,906
1114	PROOFREADER I	1.0	1,860	\$ 18.02	\$ 33,517
1115	PROOFREADER II	7.0	13,020	\$ 25.03	\$ 325,891
1116	CONVERSION TECH III	3.0	5,580	\$ 17.94	\$ 100,105
1117	QUALITY SUPERVISOR	1.0	1,860	\$ 38.64	\$ 71,870
1118	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 25.03	\$ 46,556
		71.5	132,990		\$ 2,805,922
1188	Microfilm per roll costs	624.0	Rolls	\$ 138.00	\$ 86,112.00
1189	Microfilm Certificates of Registration	120.0	Film Sets	\$ 275.00	\$ 33,000.00
		100.0	Lib. Dups.	\$ 52.29	\$ 5,229.00
	TOTAL BEFORE INCENTIVE				\$ 2,892,034
1199	Incentive Fee	6%			\$ 173,522
	TOTAL W/100% INCENTIVE				\$ 3,065,556

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
12XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
1202	OPERATIONS SUPERVISOR			\$ 35.21	\$ -
1203	MAIL CLERK I			\$ 13.83	\$ -
1204	MAIL CLERK II			\$ 16.16	\$ -
1205	MAIL CLERK III			\$ 18.02	\$ -
1206	MAIL CLERK IV			\$ 25.03	\$ -
1207	FEE PROCESSOR II			\$ 16.16	\$ -
1208	FEE PROCESSOR III			\$ 18.02	\$ -
1209	FEE PROCESSOR IV			\$ 25.03	\$ -
1210	DATA ENTRY CLERK I			\$ 16.88	\$ -
1211	DATA ENTRY CLERK II			\$ 18.81	\$ -
1212	TEXT EDITOR I			\$ 16.88	\$ -
1213	TEXT EDITOR II			\$ 18.81	\$ -
1214	PROOFREADER I			\$ 18.02	\$ -
1215	PROOFREADER II			\$ 25.03	\$ -
1216	CONVERSION TECH III			\$ 17.94	\$ -
1217	QUALITY SUPERVISOR			\$ 38.64	\$ -
1218	QUALITY CONTROL SPECIALIST			\$ 25.03	\$ -
		0.0	0		\$ -

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
13XX	Overtime Pool				
1302	OPERATIONS SUPERVISOR			\$ 35.21	\$ -
1303	MAIL CLERK I			\$ 20.75	\$ -
1304	MAIL CLERK II			\$ 24.24	\$ -
1305	MAIL CLERK III			\$ 27.03	\$ -
1306	MAIL CLERK IV			\$ 37.55	\$ -
1307	FEE PROCESSOR II			\$ 24.24	\$ -
1308	FEE PROCESSOR III			\$ 27.03	\$ -
1309	FEE PROCESSOR IV			\$ 37.55	\$ -
1310	DATA ENTRY CLERK I			\$ 25.32	\$ -
1311	DATA ENTRY CLERK II			\$ 28.22	\$ -
1312	TEXT EDITOR I			\$ 25.32	\$ -
1313	TEXT EDITOR II			\$ 28.22	\$ -
1314	PROOFREADER I			\$ 27.03	\$ -
1315	PROOFREADER II			\$ 37.55	\$ -
1316	CONVERSION TECH III			\$ 26.91	\$ -
1317	QUALITY SUPERVISOR			\$ 38.64	\$ -
1318	QUALITY CONTROL SPECIALIST			\$ 37.55	\$ -
		0.0	0		\$ -

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
21XX	Positions and FTE for the Accomplishment of the CATS Requirement				
2101	PROJECT MANAGER	1.0	1,860	\$ 65.99	\$ 122,741
2102	OPERATIONS SUPERVISOR	2.0	3,720	\$ 35.83	\$ 133,288
2103	MAIL CLERK I	2.0	3,720	\$ 13.60	\$ 50,592
2104	MAIL CLERK II	3.0	5,580	\$ 15.89	\$ 88,666
2105	MAIL CLERK III	3.0	5,580	\$ 17.73	\$ 98,933
2106	MAIL CLERK IV	6.0	11,160	\$ 24.62	\$ 274,759
2107	FEE PROCESSOR II	3.0	5,580	\$ 15.89	\$ 88,666
2108	FEE PROCESSOR III	3.0	5,580	\$ 17.73	\$ 98,933
2109	FEE PROCESSOR IV	3.0	5,580	\$ 24.62	\$ 137,380
2110	DATA ENTRY CLERK I	0.5	930	\$ 16.79	\$ 15,615
2111	DATA ENTRY CLERK II	22.0	40,920	\$ 18.71	\$ 765,613
2112	TEXT EDITOR I	3.0	5,580	\$ 16.79	\$ 93,688
2113	TEXT EDITOR II	7.0	13,020	\$ 18.71	\$ 243,604
2114	PROOFREADER I	1.0	1,860	\$ 17.73	\$ 32,978
2115	PROOFREADER II	7.0	13,020	\$ 24.62	\$ 320,552
2116	CONVERSION TECH III	3.0	5,580	\$ 17.64	\$ 98,431
2117	QUALITY SUPERVISOR	1.0	1,860	\$ 39.33	\$ 73,154
2118	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.62	\$ 45,793
		71.5	132,990		\$ 2,783,388
2188	Microfilm per roll costs	624.0	Rolls	\$ 143.00	\$ 89,232
	TOTAL BEFORE INCENTIVE				\$ 2,872,620
2199	Incentive Fee	6%			\$ 172,357
	TOTAL W/100% INCENTIVE				\$ 3,044,977

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
22XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
2202	OPERATIONS SUPERVISOR			\$ 35.83	\$ -
2203	MAIL CLERK I			\$ 13.60	\$ -
2204	MAIL CLERK II			\$ 15.89	\$ -
2205	MAIL CLERK III			\$ 17.73	\$ -
2206	MAIL CLERK IV			\$ 24.62	\$ -
2207	FEE PROCESSOR II			\$ 15.89	\$ -
2208	FEE PROCESSOR III			\$ 17.73	\$ -
2209	FEE PROCESSOR IV			\$ 24.62	\$ -
2210	DATA ENTRY CLERK I			\$ 16.79	\$ -
2211	DATA ENTRY CLERK II			\$ 18.71	\$ -
2212	TEXT EDITOR I			\$ 16.79	\$ -
2213	TEXT EDITOR II			\$ 18.71	\$ -
2214	PROOFREADER I			\$ 17.73	\$ -
2215	PROOFREADER II			\$ 24.62	\$ -
2216	CONVERSION TECH III			\$ 17.84	\$ -
2217	QUALITY SUPERVISOR			\$ 39.33	\$ -
2218	QUALITY CONTROL SPECIALIST			\$ 24.62	\$ -
		0.0	0		\$ -

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
23XX	Overtime Pool				
2302	OPERATIONS SUPERVISOR			\$ 35.83	\$ -
2303	MAIL CLERK I			\$ 20.40	\$ -
2304	MAIL CLERK II			\$ 23.84	\$ -
2305	MAIL CLERK III			\$ 26.60	\$ -
2306	MAIL CLERK IV			\$ 36.93	\$ -
2307	FEE PROCESSOR II			\$ 23.84	\$ -
2308	FEE PROCESSOR III			\$ 26.60	\$ -
2309	FEE PROCESSOR IV			\$ 36.93	\$ -
2310	DATA ENTRY CLERK I			\$ 25.19	\$ -
2311	DATA ENTRY CLERK II			\$ 28.07	\$ -
2312	TEXT EDITOR I			\$ 25.19	\$ -
2313	TEXT EDITOR II			\$ 28.07	\$ -
2314	PROOFREADER I			\$ 26.60	\$ -
2315	PROOFREADER II			\$ 36.93	\$ -
2316	CONVERSION TECH III			\$ 26.76	\$ -
2317	QUALITY SUPERVISOR			\$ 39.33	\$ -
2318	QUALITY CONTROL SPECIALIST			\$ 36.93	\$ -
		0.0	0		\$ -

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
31XX	Positions and FTE for the Accomplishment of the CATS Requirement				
3101	PROJECT MANAGER	1.0	1,860	\$ 67.35	\$ 125,271
3102	OPERATIONS SUPERVISOR	2.0	3,720	\$ 36.57	\$ 136,040
3103	MAIL CLERK I	2.0	3,720	\$ 13.42	\$ 49,922
3104	MAIL CLERK II	3.0	5,580	\$ 15.68	\$ 87,494
3105	MAIL CLERK III	3.0	5,580	\$ 17.49	\$ 97,594
3106	MAIL CLERK IV	6.0	11,160	\$ 24.28	\$ 270,965
3107	FEE PROCESSOR II	3.0	5,580	\$ 15.68	\$ 87,494
3108	FEE PROCESSOR III	3.0	5,580	\$ 17.49	\$ 97,594
3109	FEE PROCESSOR IV	3.0	5,580	\$ 24.28	\$ 135,482
3110	DATA ENTRY CLERK I	0.5	930	\$ 16.71	\$ 15,540
3111	DATA ENTRY CLERK II	22.0	40,920	\$ 18.62	\$ 761,930
3112	TEXT EDITOR I	3.0	5,580	\$ 16.71	\$ 93,242
3113	TEXT EDITOR II	7.0	13,020	\$ 18.62	\$ 242,432
3114	PROOFREADER I	1.0	1,860	\$ 17.49	\$ 32,531
3115	PROOFREADER II	7.0	13,020	\$ 24.28	\$ 316,126
3116	CONVERSION TECH III	3.0	5,580	\$ 17.76	\$ 99,101
3117	QUALITY SUPERVISOR	1.0	1,860	\$ 40.14	\$ 74,660
3118	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.28	\$ 45,161
		71.5	132,990		\$ 2,768,582
3188	Microfilm per roll costs	624.0	Rolls	\$ 148.00	\$ 92,352
	TOTAL BEFORE INCENTIVE				\$ 2,860,934
3199	Incentive Fee	6%			\$ 171,656
	TOTAL W/100% INCENTIVE				\$ 3,032,590

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
32XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
3202	OPERATIONS SUPERVISOR			\$ 36.57	\$ -
3203	MAIL CLERK I			\$ 13.42	\$ -
3204	MAIL CLERK II			\$ 15.68	\$ -
3205	MAIL CLERK III			\$ 17.49	\$ -
3206	MAIL CLERK IV			\$ 24.28	\$ -
3207	FEE PROCESSOR II			\$ 15.68	\$ -
3208	FEE PROCESSOR III			\$ 17.49	\$ -
3209	FEE PROCESSOR IV			\$ 24.28	\$ -
3210	DATA ENTRY CLERK I			\$ 16.71	\$ -
3211	DATA ENTRY CLERK II			\$ 18.62	\$ -
3212	TEXT EDITOR I			\$ 16.71	\$ -
3213	TEXT EDITOR II			\$ 18.62	\$ -
3214	PROOFREADER I			\$ 17.49	\$ -
3215	PROOFREADER II			\$ 24.28	\$ -
3216	CONVERSION TECH III			\$ 17.76	\$ -
3217	QUALITY SUPERVISOR			\$ 40.14	\$ -
3218	QUALITY CONTROL SPECIALIST			\$ 24.28	\$ -
		0.0	0		\$ -

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
33XX	Overtime Pool				
3302	OPERATIONS SUPERVISOR			\$ 36.57	\$ -
3303	MAIL CLERK I			\$ 20.13	\$ -
3304	MAIL CLERK II			\$ 23.52	\$ -
3305	MAIL CLERK III			\$ 26.24	\$ -
3306	MAIL CLERK IV			\$ 36.42	\$ -
3307	FEE PROCESSOR II			\$ 23.52	\$ -
3308	FEE PROCESSOR III			\$ 26.24	\$ -
3309	FEE PROCESSOR IV			\$ 36.42	\$ -
3310	DATA ENTRY CLERK I			\$ 25.07	\$ -
3311	DATA ENTRY CLERK II			\$ 27.93	\$ -
3312	TEXT EDITOR I			\$ 25.07	\$ -
3313	TEXT EDITOR II			\$ 27.93	\$ -
3314	PROOFREADER I			\$ 26.24	\$ -
3315	PROOFREADER II			\$ 36.42	\$ -
3316	CONVERSION TECH III			\$ 26.64	\$ -
3317	QUALITY SUPERVISOR			\$ 40.14	\$ -
3318	QUALITY CONTROL SPECIALIST			\$ 36.42	\$ -
		0.0	0		\$ -

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
41XX	Positions and FTE for the Accomplishment of the CATS Requirement				
4101	PROJECT MANAGER	1.0	1,860	\$ 69.15	\$ 128,619
4102	OPERATIONS SUPERVISOR	2.0	3,720	\$ 37.54	\$ 139,649
4103	MAIL CLERK I	2.0	3,720	\$ 13.30	\$ 49,476
4104	MAIL CLERK II	3.0	5,580	\$ 15.54	\$ 86,713
4105	MAIL CLERK III	3.0	5,580	\$ 17.34	\$ 96,757
4106	MAIL CLERK IV	6.0	11,160	\$ 24.08	\$ 268,733
4107	FEE PROCESSOR II	3.0	5,580	\$ 15.54	\$ 86,713
4108	FEE PROCESSOR III	3.0	5,580	\$ 17.34	\$ 96,757
4109	FEE PROCESSOR IV	3.0	5,580	\$ 24.08	\$ 134,366
4110	DATA ENTRY CLERK I	0.5	930	\$ 16.66	\$ 15,494
4111	DATA ENTRY CLERK II	22.0	40,920	\$ 18.56	\$ 759,475
4112	TEXT EDITOR I	3.0	5,580	\$ 16.66	\$ 92,963
4113	TEXT EDITOR II	7.0	13,020	\$ 18.56	\$ 241,651
4114	PROOFREADER I	1.0	1,860	\$ 17.34	\$ 32,252
4115	PROOFREADER II	7.0	13,020	\$ 24.08	\$ 313,522
4116	CONVERSION TECH III	3.0	5,580	\$ 17.70	\$ 98,766
4117	QUALITY SUPERVISOR	1.0	1,860	\$ 41.21	\$ 76,651
4118	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.08	\$ 44,789
		71.5	132,990		\$ 2,763,346
4188	Microfilm per roll costs	624.0	Rolls	\$ 153.00	\$ 95,472
	TOTAL BEFORE INCENTIVE				\$ 2,858,818
4199	Incentive Fee	6%			\$ 171,529
	TOTAL W/100% INCENTIVE				\$ 3,030,347

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
42XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
4202	OPERATIONS SUPERVISOR			\$ 37.54	\$ -
4203	MAIL CLERK I			\$ 13.30	\$ -
4204	MAIL CLERK II			\$ 15.54	\$ -
4205	MAIL CLERK III			\$ 17.24	\$ -
4206	MAIL CLERK IV			\$ 24.08	\$ -
4207	FEE PROCESSOR II			\$ 15.54	\$ -
4208	FEE PROCESSOR III			\$ 17.34	\$ -
4209	FEE PROCESSOR IV			\$ 24.08	\$ -
4210	DATA ENTRY CLERK I			\$ 16.66	\$ -
4211	DATA ENTRY CLERK II			\$ 18.56	\$ -
4212	TEXT EDITOR I			\$ 16.66	\$ -
4213	TEXT EDITOR II			\$ 18.56	\$ -
4214	PROOFREADER I			\$ 17.34	\$ -
4215	PROOFREADER II			\$ 24.08	\$ -
4216	CONVERSION TECH III			\$ 17.70	\$ -
4217	QUALITY SUPERVISOR			\$ 41.21	\$ -
4218	QUALITY CONTROL SPECIALIST			\$ 24.08	\$ -
		0.0	0		\$ -

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
43XX	Overtime Pool				
4302	OPERATIONS SUPERVISOR			\$ 37.54	\$ -
4303	MAIL CLERK I			\$ 19.95	\$ -
4304	MAIL CLERK II			\$ 23.31	\$ -
4305	MAIL CLERK III			\$ 26.01	\$ -
4306	MAIL CLERK IV			\$ 36.12	\$ -
4307	FEE PROCESSOR II			\$ 23.31	\$ -
4308	FEE PROCESSOR III			\$ 26.01	\$ -
4309	FEE PROCESSOR IV			\$ 36.12	\$ -
4310	DATA ENTRY CLERK I			\$ 24.99	\$ -
4311	DATA ENTRY CLERK II			\$ 27.84	\$ -
4312	TEXT EDITOR I			\$ 24.99	\$ -
4313	TEXT EDITOR II			\$ 27.84	\$ -
4314	PROOFREADER I			\$ 26.01	\$ -
4315	PROOFREADER II			\$ 36.12	\$ -
4316	CONVERSION TECH III			\$ 26.55	\$ -
4317	QUALITY SUPERVISOR			\$ 41.21	\$ -
4318	QUALITY CONTROL SPECIALIST			\$ 36.12	\$ -
		0.0	0		\$ -

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

Contract ID Code _____ Page Of Pages
1 | 1

1. Amendment/Modification No. 2	3. Effective Date 01 Oct 1998	4. Requisition/Purchase No. 134P9703879	5. Project No. (if applicable)
6. Issued By Office of Procurement US Patent and Trademark Office 2011 Crystal Drive, Suite 810 Arlington, VA 22202		7. Administered By (if other than item 6)	

3. Name and Address of Contractor (No., street, city, county, State, ZIP) Vistronix, Inc. 8391 Old Courthouse Road Suite 220 Vienna, VA 22182	<input type="checkbox"/>	9A. Amendment of Solicitation No.
	<input type="checkbox"/>	9B. Dated (see item 11)
	<input checked="" type="checkbox"/>	10A. Modification of Contract/Order No. 50PAPT700028
	<input checked="" type="checkbox"/>	10B. Dated (see item 13) 01 Oct 1997

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)

1998-A-134100-134100-2529-330150-\$3,065,556.00

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

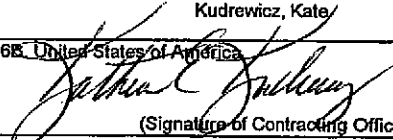
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Clause H.3, Option to Extend Term of the Contract

E. IMPORTANT: Contractor is not, is required to sign this document and return 6 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) Kudrewicz, Kate/	
15B. Contractor/Offeror	15C. Date Signed	16B. United States of America 	16C. Date Signed SEP 28 1998

(Signature of person authorized to sign)

(Signature of Contracting Officer)

EXCEPTION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT of SOLICITATION/MODIFICATION of CONTRACT (Continued)

1. Contract ID Code

Page of Pages

2 | 1

2. Amendment/Modification No.

2

3. Effective Date

01 Oct 1998

4. Requisition/Purchase No.

134P9703879

5. Project No. (if applicable)

A. ITEM NO.	B. SUPPLIES/SERVICES	C. QUANTITY	D. UNIT	E. UNIT PRICE	F. AMOUNT

G. TOTAL OBLIGATION

\$3,065,556.00

The purpose of this modification to contract no. 50-PAPT-7-00028 is to exercise Option I, provide a new Section B and incorporate Department of Labor Wage Determination into the contract. Accordingly, the subject contract is hereby modified as follows:

1. The Patent and Trademark Office hereby exercises Option I of the above stated contract pursuant to H.3 Option to Extend the Term of the Contract – Fixed Price Contract. Option I extends the service of the contract from October 1, 1998, through September 30, 1999.
2. Incorporate into the subject contract Department of Labor Wage Determination No. 94-2103, Revision No. 17, dated 07/09/98, and provided as an attachment to this modification. A new Section B, entitled "Schedule of Supplies and Services Prices/Costs is hereby provided as an attachment to this modification for incorporation into the subject contract reflecting the new labor rates for those positions affected by this latest wage determination. Funding is hereby added to the total obligations under the subject contract, to provide for any increase generated by wage determination as per contractor proposal dated 9/24/98. Note, the contract line item numbers differ slightly from those awarded in the original contract but only in the sense that they are now broken out by task activities for cost accounting purposes (i.e. fee processing, mail, etc.) under the contract.
3. The total amount obligated under this contract increases as a result of this modification from \$3,070,555.00 by \$3,065,556.00 to a new total of \$6,136,111.00.

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

BASE PERIOD					
OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
01XX	Positions and FTE for the Accomplishment of the CATS Requirement				
0101	PROJECT MANAGER	1.0	1,860	\$ 63.26	\$ 117,664
0102	OPERATIONS SUPERVISOR	2.0	3,720	\$ 34.35	\$ 127,782
0103	MAIL CLERK I	2.0	3,720	\$ 13.96	\$ 51,931
0104	MAIL CLERK II	3.0	5,580	\$ 16.31	\$ 91,010
0105	MAIL CLERK III	3.0	5,580	\$ 18.19	\$ 101,500
0106	MAIL CLERK IV	6.0	11,160	\$ 25.27	\$ 282,013
0107	FEE PROCESSOR II	3.0	5,580	\$ 16.31	\$ 91,010
0108	FEE PROCESSOR III	3.0	5,480	\$ 18.19	\$ 99,681
0109	FEE PROCESSOR IV	3.0	5,480	\$ 25.27	\$ 138,480
0110	DATA ENTRY CLERK I	0.5	930	\$ 16.91	\$ 15,726
0111	DATA ENTRY CLERK II	22.0	40,120	\$ 18.84	\$ 755,861
0112	TEXT EDITOR I	3.0	5,580	\$ 16.91	\$ 94,358
0113	TEXT EDITOR II	7.0	13,020	\$ 18.84	\$ 245,297
0114	PROOFREADER I	1.0	1,860	\$ 18.19	\$ 33,833
0115	PROOFREADER II	7.0	13,020	\$ 25.27	\$ 329,015
0116	CONVERSION TECH III	3.0	5,580	\$ 17.97	\$ 100,273
0117	QUALITY SUPERVISOR	1.0	1,860	\$ 37.70	\$ 70,122
0118	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 25.27	\$ 47,002
		71.5	131,990		\$ 2,792,558
0188	Microfilm per roll costs	624.0	Rolls	\$ 138.00	\$ 83,373
0189	Microfilm Certificates of Registration	70.0	Film Sets	\$ 275.00	\$ 19,250
		30.0	Lib. Dups.	\$ 52.29	\$ 1,569
	TOTAL BEFORE INCENTIVE				\$ 2,896,750
0199	Incentive Fee	6%			\$ 173,805
	TOTAL W/100% INCENTIVE				\$ 3,070,555

BASE PERIOD					
OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
02XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
0202	OPERATIONS SUPERVISOR			\$ 34.35	\$ -
0203	MAIL CLERK I			\$ 13.96	\$ -
0204	MAIL CLERK II			\$ 16.31	\$ -
0205	MAIL CLERK III			\$ 18.19	\$ -
0206	MAIL CLERK IV			\$ 25.27	\$ -
0207	FEE PROCESSOR II			\$ 16.31	\$ -
0208	FEE PROCESSOR III			\$ 18.19	\$ -
0209	FEE PROCESSOR IV			\$ 25.27	\$ -
0210	DATA ENTRY CLERK I			\$ 16.91	\$ -
0211	DATA ENTRY CLERK II			\$ 18.84	\$ -
0212	TEXT EDITOR I			\$ 16.91	\$ -
0213	TEXT EDITOR II			\$ 18.84	\$ -
0214	PROOFREADER I			\$ 18.19	\$ -
0215	PROOFREADER II			\$ 25.27	\$ -
0216	CONVERSION TECH III			\$ 17.97	\$ -
0217	QUALITY SUPERVISOR			\$ 37.70	\$ -
0218	QUALITY CONTROL SPECIALIST			\$ 25.27	\$ -
		0.0	0		\$ -

BASE PERIOD OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
03XX	Overtime Pool				
0302	OPERATIONS SUPERVISOR			\$ 34.35	\$ -
0303	MAIL CLERK I			\$ 20.94	\$ -
0304	MAIL CLERK II			\$ 24.47	\$ -
0305	MAIL CLERK III			\$ 27.29	\$ -
0306	MAIL CLERK IV			\$ 37.91	\$ -
0307	FEE PROCESSOR II			\$ 24.47	\$ -
0308	FEE PROCESSOR III			\$ 27.29	\$ -
0309	FEE PROCESSOR IV			\$ 37.91	\$ -
0310	DATA ENTRY CLERK I			\$ 25.37	\$ -
0311	DATA ENTRY CLERK II			\$ 28.26	\$ -
0312	TEXT EDITOR I			\$ 25.37	\$ -
0313	TEXT EDITOR II			\$ 28.26	\$ -
0314	PROOFREADER I			\$ 27.29	\$ -
0315	PROOFREADER II			\$ 37.91	\$ -
0316	CONVERSION TECH-III			\$ 26.96	\$ -
0317	QUALITY SUPERVISOR			\$ 37.70	\$ -
0318	QUALITY CONTROL SPECIALIST			\$ 37.91	\$ -
					\$ 200,000

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
11XX	Positions and FTE for the Accomplishment of the CATS Requirement				
1100	PROJECT MANAGER	1.0	1,860	\$ 64.84	\$ 120,602
1101	OPERATIONS SUPERVISOR	2.0	3,720	\$ 35.21	\$ 130,981
1102	SHIFT SUPERVISOR	0.0	0	\$ 35.21	\$ -
1103	QUALITY SUPERVISOR	1.0	1,860	\$ 38.64	\$ 71,870
1104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 25.25	\$ 46,965
1110	MAIL CLERK I-OPERATIONS	1.0	1,860	\$ 14.05	\$ 26,133
1111	MAIL CLERK II-OPERATIONS	2.0	3,720	\$ 16.38	\$ 60,934
1112	MAIL CLERK III-OPERATIONS	0.0	0	\$ 18.24	\$ -
1113	MAIL CLERK IV-OPERATIONS	0.0	0	\$ 25.25	\$ -
1114	MAIL CLERK I-PROCESSING	1.0	1,860	\$ 14.05	\$ 26,133
1115	MAIL CLERK II-PROCESSING	1.0	1,860	\$ 16.38	\$ 30,467
1116	MAIL CLERK III-PROCESSING	3.0	5,580	\$ 18.24	\$ 101,779
1117	MAIL CLERK IV-PROCESSING	6.0	11,160	\$ 25.25	\$ 281,790
1120	FEE PROCESSOR I	0.0	0	\$ 14.05	\$ -
1121	FEE PROCESSOR II	3.0	5,580	\$ 16.38	\$ 91,400
1122	FEE PROCESSOR III	3.0	5,580	\$ 18.24	\$ 101,779
1123	FEE PROCESSOR IV	3.0	5,580	\$ 25.25	\$ 140,895
1130	DATA ENTRY CLERK I-KEY ENTRY	0.0	0	\$ 17.10	\$ -
1131	DATA ENTRY CLERK I-SCANNING	0.5	930	\$ 17.10	\$ 15,903
1132	DATA ENTRY CLERK II-KEY ENTRY	4.0	7,440	\$ 19.03	\$ 141,583
1133	DATA ENTRY CLERK II-SCANNING	18.0	33,480	\$ 19.03	\$ 637,124
1140	CONVERSION TECH III	3.0	5,580	\$ 18.16	\$ 101,333
1150	FILE CLERK-PI	0.0	0	\$ 25.25	\$ -
1151	FILE CLERK-ASSEMBLY	0.0	0	\$ 25.25	\$ -
1160	TEXT EDITOR I	3.0	5,580	\$ 17.10	\$ 95,418
1161	TEXT EDITOR II	7.0	13,020	\$ 19.03	\$ 247,771
1162	PROOFREADER I	1.0	1,860	\$ 18.24	\$ 33,926
1163	PROOFREADER II	7.0	13,020	\$ 25.25	\$ 328,755
		71.5	132,990		\$ 2,833,541
		UNITS	TYPE	UNIT COST	TOTAL
1170	MICROFILM PROCESSING-APPS.	273.0	Rolls	\$ 138.00	\$ 37,674.00
1171	MICROFILM PROCESSING-REG. CERTS.	70.0	Film Sets	\$ 275.00	\$ 19,250.00
1172	LIBRARY DUPLICATES	30.0	Lib. Dups.	\$ 52.29	\$ 1,568.70
	TOTAL BEFORE INCENTIVE				\$ 2,892,034
1190	INCENTIVE FEE	6%			\$ 173,522
	TOTAL W/100% INCENTIVE				\$ 3,065,556

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
12XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
1200	PROJECT MANAGER			\$ 64.84	\$ -
1201	OPERATIONS SUPERVISOR			\$ 35.21	\$ -
1202	SHIFT SUPERVISOR			\$ 35.21	\$ -
1203	QUALITY SUPERVISOR			\$ 38.64	\$ -
1204	QUALITY CONTROL SPECIALIST			\$ 25.25	\$ -
1210	MAIL CLERK I-OPERATIONS			\$ 14.05	\$ -
1211	MAIL CLERK II-OPERATIONS			\$ 16.38	\$ -
1212	MAIL CLERK III-OPERATIONS			\$ 18.24	\$ -
1213	MAIL CLERK IV-OPERATIONS			\$ 25.25	\$ -
1214	MAIL CLERK I-PROCESSING			\$ 14.05	\$ -
1215	MAIL CLERK II-PROCESSING			\$ 16.38	\$ -
1216	MAIL CLERK III-PROCESSING			\$ 18.24	\$ -
1217	MAIL CLERK IV-PROCESSING			\$ 25.25	\$ -
1220	FEE PROCESSOR I			\$ 14.05	\$ -
1221	FEE PROCESSOR II			\$ 16.38	\$ -
1222	FEE PROCESSOR III			\$ 18.24	\$ -
1223	FEE PROCESSOR IV			\$ 25.25	\$ -
1230	DATA ENTRY CLERK I-KEY ENTRY			\$ 17.10	\$ -
1231	DATA ENTRY CLERK I-SCANNING			\$ 17.10	\$ -
1232	DATA ENTRY CLERK II-KEY ENTRY			\$ 19.03	\$ -
1233	DATA ENTRY CLERK II-SCANNING			\$ 19.03	\$ -
1240	CONVERSION TECH III			\$ 18.16	\$ -
1250	FILE CLERK-P/I			\$ 25.25	\$ -
1251	FILE CLERK-ASSEMBLY			\$ 25.25	\$ -
1260	TEXT EDITOR I			\$ 17.10	\$ -
1261	TEXT EDITOR II			\$ 19.03	\$ -
1262	PROOFREADER I			\$ 18.24	\$ -
1263	PROOFREADER II			\$ 25.25	\$ -

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
13XX	Overtime Pool				
1300	PROJECT MANAGER			\$ 64.84	\$ -
1301	OPERATIONS SUPERVISOR			\$ 35.21	\$ -
1302	SHIFT SUPERVISOR			\$ 52.82	\$ -
1303	QUALITY SUPERVISOR			\$ 38.64	\$ -
1304	QUALITY CONTROL SPECIALIST			\$ 37.88	\$ -
1310	MAIL CLERK I-OPERATIONS			\$ 21.08	\$ -
1311	MAIL CLERK II-OPERATIONS			\$ 24.57	\$ -
1312	MAIL CLERK III-OPERATIONS			\$ 27.36	\$ -
1313	MAIL CLERK IV-OPERATIONS			\$ 37.88	\$ -
1314	MAIL CLERK I-PROCESSING			\$ 21.08	\$ -
1315	MAIL CLERK II-PROCESSING			\$ 24.57	\$ -
1316	MAIL CLERK III-PROCESSING			\$ 27.36	\$ -
1317	MAIL CLERK IV-PROCESSING			\$ 37.88	\$ -
1320	FEE PROCESSOR I			\$ 21.08	\$ -
1321	FEE PROCESSOR II			\$ 24.57	\$ -
1322	FEE PROCESSOR III			\$ 27.36	\$ -
1323	FEE PROCESSOR IV			\$ 37.88	\$ -
1330	DATA ENTRY CLERK I-KEY ENTRY			\$ 25.65	\$ -
1331	DATA ENTRY CLERK I-SCANNING			\$ 25.65	\$ -
1332	DATA ENTRY CLERK II-KEY ENTRY			\$ 28.55	\$ -
1333	DATA ENTRY CLERK II-SCANNING			\$ 28.55	\$ -
1340	CONVERSION TECH III			\$ 27.24	\$ -
1350	FILE CLERK-P/I			\$ 37.88	\$ -
1351	FILE CLERK-ASSEMBLY			\$ 37.88	\$ -
1360	TEXT EDITOR I			\$ 25.65	\$ -
1361	TEXT EDITOR II			\$ 28.55	\$ -
1362	PROOFREADER I			\$ 27.36	\$ -
1363	PROOFREADER II			\$ 37.88	\$ -
					\$ -

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
21XX	Positions and FTE for the Accomplishment of the CATS Requirement				
2100	PROJECT MANAGER	1.0	1,860	\$ 65.99	\$ 122,741
2101	OPERATIONS SUPERVISOR	2.0	3,720	\$ 35.83	\$ 133,288
2102	SHIFT SUPERVISOR	0.0	0	\$ 35.83	\$ -
2103	QUALITY SUPERVISOR	1.0	1,860	\$ 39.33	\$ 73,154
2104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.84	\$ 46,202
2110	MAIL CLERK I-OPERATIONS	1.0	1,860	\$ 13.82	\$ 25,705
2111	MAIL CLERK II-OPERATIONS	2.0	3,720	\$ 16.11	\$ 59,929
2112	MAIL CLERK III-OPERATIONS	0.0	0	\$ 17.95	\$ -
2113	MAIL CLERK IV-OPERATIONS	0.0	0	\$ 24.84	\$ -
2114	MAIL CLERK I-PROCESSING	1.0	1,860	\$ 13.82	\$ 25,705
2115	MAIL CLERK II-PROCESSING	1.0	1,860	\$ 16.11	\$ 29,965
2116	MAIL CLERK III-PROCESSING	3.0	5,580	\$ 17.95	\$ 100,161
2117	MAIL CLERK IV-PROCESSING	6.0	11,160	\$ 24.84	\$ 277,214
2120	FEE PROCESSOR I	0.0	0	\$ 13.82	\$ -
2121	FEE PROCESSOR II	3.0	5,580	\$ 16.11	\$ 89,894
2122	FEE PROCESSOR III	3.0	5,580	\$ 17.95	\$ 100,161
2123	FEE PROCESSOR IV	3.0	5,580	\$ 24.84	\$ 138,607
2130	DATA ENTRY CLERK I-KEY ENTRY	0.0	0	\$ 17.01	\$ -
2131	DATA ENTRY CLERK I-SCANNING	0.5	930	\$ 17.01	\$ 15,819
2132	DATA ENTRY CLERK II-KEY ENTRY	4.0	7,440	\$ 18.93	\$ 140,839
2133	DATA ENTRY CLERK II-SCANNING	18.0	33,480	\$ 18.93	\$ 633,776
2140	CONVERSION TECH III	3.0	5,580	\$ 18.06	\$ 100,775
2150	FILE CLERK-P/I	0.0	0	\$ 24.84	\$ -
2151	FILE CLERK-ASSEMBLY	0.0	0	\$ 24.84	\$ -
2160	TEXT EDITOR I	3.0	5,580	\$ 17.01	\$ 94,916
2161	TEXT EDITOR II	7.0	13,020	\$ 18.93	\$ 246,469
2162	PROOFREADER I	1.0	1,860	\$ 17.95	\$ 33,387
2163	PROOFREADER II	7.0	13,020	\$ 24.84	\$ 323,417
		71.5	132,990		\$ 2,812,125
		UNITS	TYPE	UNIT COST	TOTAL
2170	MICROFILM PROCESSING-APPS.	624.0	Rolls	\$ 143.00	\$ 89,232.00
	TOTAL BEFORE INCENTIVE				\$ 2,901,357
2190	INCENTIVE FEE	6%			\$ 174,081
	TOTAL W/100% INCENTIVE				\$ 3,075,438

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
22XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
2200	PROJECT MANAGER			\$ 65.99	\$ -
2201	OPERATIONS SUPERVISOR			\$ 35.83	\$ -
2202	SHIFT SUPERVISOR			\$ 35.83	\$ -
2203	QUALITY SUPERVISOR			\$ 39.33	\$ -
2204	QUALITY CONTROL SPECIALIST			\$ 24.84	\$ -
2210	MAIL CLERK I-OPERATIONS			\$ 13.82	\$ -
2211	MAIL CLERK II-OPERATIONS			\$ 16.11	\$ -
2212	MAIL CLERK III-OPERATIONS			\$ 17.95	\$ -
2213	MAIL CLERK IV-OPERATIONS			\$ 24.84	\$ -
2214	MAIL CLERK I-PROCESSING			\$ 13.82	\$ -
2215	MAIL CLERK II-PROCESSING			\$ 16.11	\$ -
2216	MAIL CLERK III-PROCESSING			\$ 17.95	\$ -
2217	MAIL CLERK IV-PROCESSING			\$ 24.84	\$ -
2220	FEE PROCESSOR I			\$ 13.82	\$ -
2221	FEE PROCESSOR II			\$ 16.11	\$ -
2222	FEE PROCESSOR III			\$ 17.95	\$ -
2223	FEE PROCESSOR IV			\$ 24.84	\$ -
2230	DATA ENTRY CLERK I-KEY ENTRY			\$ 17.01	\$ -
2231	DATA ENTRY CLERK I-SCANNING			\$ 17.01	\$ -
2232	DATA ENTRY CLERK II-KEY ENTRY			\$ 18.93	\$ -
2233	DATA ENTRY CLERK II-SCANNING			\$ 18.93	\$ -
2240	CONVERSION TECH III			\$ 18.06	\$ -
2250	FILE CLERK-P/I			\$ 24.84	\$ -
2251	FILE CLERK-ASSEMBLY			\$ 24.84	\$ -
2260	TEXT EDITOR I			\$ 17.01	\$ -
2261	TEXT EDITOR II			\$ 18.93	\$ -
2262	PROOFREADER I			\$ 17.95	\$ -
2263	PROOFREADER II			\$ 24.84	\$ -
					\$ -

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
23XX	Overtime Pool				
2300	PROJECT MANAGER			\$ 65.99	\$ -
2301	OPERATIONS SUPERVISOR			\$ 35.83	\$ -
2302	SHIFT SUPERVISOR			\$ 53.75	\$ -
2303	QUALITY SUPERVISOR			\$ 39.33	\$ -
2304	QUALITY CONTROL SPECIALIST			\$ 37.26	\$ -
2310	MAIL CLERK I-OPERATIONS			\$ 20.73	\$ -
2311	MAIL CLERK II-OPERATIONS			\$ 24.17	\$ -
2312	MAIL CLERK III-OPERATIONS			\$ 26.93	\$ -
2313	MAIL CLERK IV-OPERATIONS			\$ 37.26	\$ -
2314	MAIL CLERK I-PROCESSING			\$ 20.73	\$ -
2315	MAIL CLERK II-PROCESSING			\$ 24.17	\$ -
2316	MAIL CLERK III-PROCESSING			\$ 26.93	\$ -
2317	MAIL CLERK IV-PROCESSING			\$ 37.26	\$ -
2320	FEE PROCESSOR I			\$ 20.73	\$ -
2321	FEE PROCESSOR II			\$ 24.17	\$ -
2322	FEE PROCESSOR III			\$ 26.93	\$ -
2323	FEE PROCESSOR IV			\$ 37.26	\$ -
2330	DATA ENTRY CLERK I-KEY ENTRY			\$ 25.52	\$ -
2331	DATA ENTRY CLERK I-SCANNING			\$ 25.52	\$ -
2332	DATA ENTRY CLERK II-KEY ENTRY			\$ 28.40	\$ -
2333	DATA ENTRY CLERK II-SCANNING			\$ 28.40	\$ -
2340	CONVERSION TECH III			\$ 27.09	\$ -
2350	FILE CLERK-PI			\$ 37.26	\$ -
2351	FILE CLERK-ASSEMBLY			\$ 37.26	\$ -
2360	TEXT EDITOR I			\$ 25.52	\$ -
2361	TEXT EDITOR II			\$ 28.40	\$ -
2362	PROOFREADER I			\$ 26.93	\$ -
2363	PROOFREADER II			\$ 37.26	\$ -
					\$ -

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
31XX	Positions and FTE for the Accomplishment of the CATS Requirement				
3100	PROJECT MANAGER	1.0	1,860	\$ 67.35	\$ 125,271
3101	OPERATIONS SUPERVISOR	2.0	3,720	\$ 36.57	\$ 136,040
3102	SHIFT SUPERVISOR	0.0	0	\$ 36.57	\$ -
3103	QUALITY SUPERVISOR	1.0	1,860	\$ 40.14	\$ 74,660
3104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.50	\$ 45,570
3110	MAIL CLERK I-OPERATIONS	1.0	1,860	\$ 13.64	\$ 25,370
3111	MAIL CLERK II-OPERATIONS	2.0	3,720	\$ 15.90	\$ 59,148
3112	MAIL CLERK III-OPERATIONS	0.0	0	\$ 17.71	\$ -
3113	MAIL CLERK IV-OPERATIONS	0.0	0	\$ 24.50	\$ -
3114	MAIL CLERK I-PROCESSING	1.0	1,860	\$ 13.64	\$ 25,370
3115	MAIL CLERK II-PROCESSING	1.0	1,860	\$ 15.90	\$ 29,574
3116	MAIL CLERK III-PROCESSING	3.0	5,580	\$ 17.71	\$ 98,822
3117	MAIL CLERK IV-PROCESSING	6.0	11,160	\$ 24.50	\$ 273,420
3120	FEE PROCESSOR I	0.0	0	\$ 13.64	\$ -
3121	FEE PROCESSOR II	3.0	5,580	\$ 15.90	\$ 88,722
3122	FEE PROCESSOR III	3.0	5,580	\$ 17.71	\$ 98,822
3123	FEE PROCESSOR IV	3.0	5,580	\$ 24.50	\$ 136,710
3130	DATA ENTRY CLERK I-KEY ENTRY	0.0	0	\$ 16.93	\$ -
3131	DATA ENTRY CLERK I-SCANNING	0.5	930	\$ 16.93	\$ 15,745
3132	DATA ENTRY CLERK II-KEY ENTRY	4.0	7,440	\$ 18.84	\$ 140,170
3133	DATA ENTRY CLERK II-SCANNING	18.0	33,480	\$ 18.84	\$ 630,763
3140	CONVERSION TECH III	3.0	5,580	\$ 17.98	\$ 100,328
3150	FILE CLERK-P/I	0.0	0	\$ 24.50	\$ -
3151	FILE CLERK-ASSEMBLY	0.0	0	\$ 24.50	\$ -
3160	TEXT EDITOR I	3.0	5,580	\$ 16.93	\$ 94,469
3161	TEXT EDITOR II	7.0	13,020	\$ 18.84	\$ 245,297
3162	PROOFREADER I	1.0	1,860	\$ 17.71	\$ 32,941
3163	PROOFREADER II	7.0	13,020	\$ 24.50	\$ 318,990
		71.5	132,990		\$ 2,796,203
		UNITS	TYPE	UNIT COST	TOTAL
3170	MICROFILM PROCESSING-APPS.	624.0	Rolls	\$ 148.00	\$ 92,352.00
	TOTAL BEFORE INCENTIVE				\$ 2,888,555
3190	INCENTIVE FEE	6%			\$ 173,313
	TOTAL W/100% INCENTIVE				\$ 3,061,868

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
32XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
3200	PROJECT MANAGER			\$ 67.35	\$ -
3201	OPERATIONS SUPERVISOR			\$ 36.57	\$ -
3202	SHIFT SUPERVISOR			\$ 36.57	\$ -
3203	QUALITY SUPERVISOR			\$ 40.14	\$ -
3204	QUALITY CONTROL SPECIALIST			\$ 24.50	\$ -
3210	MAIL CLERK I-OPERATIONS			\$ 13.64	\$ -
3211	MAIL CLERK II-OPERATIONS			\$ 15.90	\$ -
3212	MAIL CLERK III-OPERATIONS			\$ 17.71	\$ -
3213	MAIL CLERK IV-OPERATIONS			\$ 24.50	\$ -
3214	MAIL CLERK I-PROCESSING			\$ 13.64	\$ -
3215	MAIL CLERK II-PROCESSING			\$ 15.90	\$ -
3216	MAIL CLERK III-PROCESSING			\$ 17.71	\$ -
3217	MAIL CLERK IV-PROCESSING			\$ 24.50	\$ -
3220	FEE PROCESSOR I			\$ 13.64	\$ -
3221	FEE PROCESSOR II			\$ 15.90	\$ -
3222	FEE PROCESSOR III			\$ 17.71	\$ -
3223	FEE PROCESSOR IV			\$ 24.50	\$ -
3230	DATA ENTRY CLERK I-KEY ENTRY			\$ 16.93	\$ -
3231	DATA ENTRY CLERK I-SCANNING			\$ 16.93	\$ -
3232	DATA ENTRY CLERK II-KEY ENTRY			\$ 18.84	\$ -
3233	DATA ENTRY CLERK II-SCANNING			\$ 18.84	\$ -
3240	CONVERSION TECH III			\$ 17.98	\$ -
3250	FILE CLERK-P/I			\$ 24.50	\$ -
3251	FILE CLERK-ASSEMBLY			\$ 24.50	\$ -
3260	TEXT EDITOR I			\$ 16.93	\$ -
3261	TEXT EDITOR II			\$ 18.84	\$ -
3262	PROOFREADER I			\$ 17.71	\$ -
3263	PROOFREADER II			\$ 24.50	\$ -
					\$ -

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
33XX	Overtime Pool				
3300	PROJECT MANAGER			\$ 67.35	\$ -
3301	OPERATIONS SUPERVISOR			\$ 36.57	\$ -
3302	SHIFT SUPERVISOR			\$ 54.86	\$ -
3303	QUALITY SUPERVISOR			\$ 40.14	\$ -
3304	QUALITY CONTROL SPECIALIST			\$ 36.75	\$ -
3310	MAIL CLERK I-OPERATIONS			\$ 20.46	\$ -
3311	MAIL CLERK II-OPERATIONS			\$ 23.85	\$ -
3312	MAIL CLERK III-OPERATIONS			\$ 26.57	\$ -
3313	MAIL CLERK IV-OPERATIONS			\$ 36.75	\$ -
3314	MAIL CLERK I-PROCESSING			\$ 20.46	\$ -
3315	MAIL CLERK II-PROCESSING			\$ 23.85	\$ -
3316	MAIL CLERK III-PROCESSING			\$ 26.57	\$ -
3317	MAIL CLERK IV-PROCESSING			\$ 36.75	\$ -
3320	FEE PROCESSOR I			\$ 20.46	\$ -
3321	FEE PROCESSOR II			\$ 23.85	\$ -
3322	FEE PROCESSOR III			\$ 26.57	\$ -
3323	FEE PROCESSOR IV			\$ 36.75	\$ -
3330	DATA ENTRY CLERK I-KEY ENTRY			\$ 25.40	\$ -
3331	DATA ENTRY CLERK I-SCANNING			\$ 25.40	\$ -
3332	DATA ENTRY CLERK II-KEY ENTRY			\$ 28.26	\$ -
3333	DATA ENTRY CLERK II-SCANNING			\$ 28.26	\$ -
3340	CONVERSION TECH III			\$ 26.97	\$ -
3350	FILE CLERK-P/I			\$ 36.75	\$ -
3351	FILE CLERK-ASSEMBLY			\$ 36.75	\$ -
3360	TEXT EDITOR I			\$ 25.40	\$ -
3361	TEXT EDITOR II			\$ 28.26	\$ -
3362	PROOFREADER I			\$ 26.57	\$ -
3363	PROOFREADER II			\$ 36.75	\$ -
					\$ -

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
41XX	Positions and FTE for the Accomplishment of the CATS Requirement				
4100	PROJECT MANAGER	1.0	1,860	\$ 69.15	\$ 128,619
4101	OPERATIONS SUPERVISOR	2.0	3,720	\$ 37.54	\$ 139,649
4102	SHIFT SUPERVISOR	0.0	0	\$ 37.54	\$ -
4103	QUALITY SUPERVISOR	1.0	1,860	\$ 41.21	\$ 76,651
4104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.31	\$ 45,217
4110	MAIL CLERK I-OPERATIONS	1.0	1,860	\$ 13.53	\$ 25,166
4111	MAIL CLERK II-OPERATIONS	2.0	3,720	\$ 15.77	\$ 58,664
4112	MAIL CLERK III-OPERATIONS	0.0	0	\$ 17.57	\$ -
4113	MAIL CLERK IV-OPERATIONS	0.0	0	\$ 24.31	\$ -
4114	MAIL CLERK I-PROCESSING	1.0	1,860	\$ 13.53	\$ 25,166
4115	MAIL CLERK II-PROCESSING	1.0	1,860	\$ 15.77	\$ 29,332
4116	MAIL CLERK III-PROCESSING	3.0	5,580	\$ 17.57	\$ 98,041
4117	MAIL CLERK IV-PROCESSING	6.0	11,160	\$ 24.31	\$ 271,300
4120	FEE PROCESSOR I	0.0	0	\$ 13.53	\$ -
4121	FEE PROCESSOR II	3.0	5,580	\$ 15.77	\$ 87,997
4122	FEE PROCESSOR III	3.0	5,580	\$ 17.57	\$ 98,041
4123	FEE PROCESSOR IV	3.0	5,580	\$ 24.31	\$ 135,650
4130	DATA ENTRY CLERK I-KEY ENTRY	0.0	0	\$ 16.89	\$ -
4131	DATA ENTRY CLERK I-SCANNING	0.5	930	\$ 16.89	\$ 15,708
4132	DATA ENTRY CLERK II-KEY ENTRY	4.0	7,440	\$ 18.79	\$ 139,798
4133	DATA ENTRY CLERK II-SCANNING	18.0	33,480	\$ 18.79	\$ 629,089
4140	CONVERSION TECH III	3.0	5,580	\$ 17.93	\$ 100,049
4150	FILE CLERK-P/I	0.0	0	\$ 24.31	\$ -
4151	FILE CLERK-ASSEMBLY	0.0	0	\$ 24.31	\$ -
4160	TEXT EDITOR I	3.0	5,580	\$ 16.89	\$ 94,246
4161	TEXT EDITOR II	7.0	13,020	\$ 18.79	\$ 244,646
4162	PROOFREADER I	1.0	1,860	\$ 17.57	\$ 32,680
4163	PROOFREADER II	7.0	13,020	\$ 24.31	\$ 316,516
		71.5	132,990		\$ 2,792,223
		UNITS	TYPE	UNIT COST	TOTAL
4170	MICROFILM PROCESSING-APPS.	624.0	Rolls	\$ 153.00	\$ 95,472.00
	TOTAL BEFORE INCENTIVE				\$ 2,887,695
4190	INCENTIVE FEE	6%			\$ 173,262
	TOTAL W/100% INCENTIVE				\$ 3,060,956

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
42XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
4200	PROJECT MANAGER			\$ 69.15	\$ -
4201	OPERATIONS SUPERVISOR			\$ 37.54	\$ -
4202	SHIFT SUPERVISOR			\$ 37.54	\$ -
4203	QUALITY SUPERVISOR			\$ 41.21	\$ -
4204	QUALITY CONTROL SPECIALIST			\$ 24.31	\$ -
4210	MAIL CLERK I-OPERATIONS			\$ 13.53	\$ -
4211	MAIL CLERK II-OPERATIONS			\$ 15.77	\$ -
4212	MAIL CLERK III-OPERATIONS			\$ 17.57	\$ -
4213	MAIL CLERK IV-OPERATIONS			\$ 24.31	\$ -
4214	MAIL CLERK I-PROCESSING			\$ 13.53	\$ -
4215	MAIL CLERK II-PROCESSING			\$ 15.77	\$ -
4216	MAIL CLERK III-PROCESSING			\$ 17.57	\$ -
4217	MAIL CLERK IV-PROCESSING			\$ 24.31	\$ -
4220	FEE PROCESSOR I			\$ 13.53	\$ -
4221	FEE PROCESSOR II			\$ 15.77	\$ -
4222	FEE PROCESSOR III			\$ 17.57	\$ -
4223	FEE PROCESSOR IV			\$ 24.31	\$ -
4230	DATA ENTRY CLERK I-KEY ENTRY			\$ 16.89	\$ -
4231	DATA ENTRY CLERK I-SCANNING			\$ 16.89	\$ -
4232	DATA ENTRY CLERK II-KEY ENTRY			\$ 18.79	\$ -
4233	DATA ENTRY CLERK II-SCANNING			\$ 18.79	\$ -
4240	CONVERSION TECH III			\$ 17.93	\$ -
4250	FILE CLERK-P/I			\$ 24.31	\$ -
4251	FILE CLERK-ASSEMBLY			\$ 24.31	\$ -
4260	TEXT EDITOR I			\$ 16.89	\$ -
4261	TEXT EDITOR II			\$ 18.79	\$ -
4262	PROOFREADER I			\$ 17.57	\$ -
4263	PROOFREADER II			\$ 24.31	\$ -
					\$ -

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
43XX	Overtime Pool				
4300	PROJECT MANAGER			\$ 69.15	\$ -
4301	OPERATIONS SUPERVISOR			\$ 37.54	\$ -
4302	SHIFT SUPERVISOR			\$ 56.13	\$ -
4303	QUALITY SUPERVISOR			\$ 41.21	\$ -
4304	QUALITY CONTROL SPECIALIST			\$ 36.47	\$ -
4310	MAIL CLERK I-OPERATIONS			\$ 20.30	\$ -
4311	MAIL CLERK II-OPERATIONS			\$ 23.66	\$ -
4312	MAIL CLERK III-OPERATIONS			\$ 26.36	\$ -
4313	MAIL CLERK IV-OPERATIONS			\$ 36.47	\$ -
4314	MAIL CLERK I-PROCESSING			\$ 20.30	\$ -
4315	MAIL CLERK II-PROCESSING			\$ 23.66	\$ -
4316	MAIL CLERK III-PROCESSING			\$ 26.36	\$ -
4317	MAIL CLERK IV-PROCESSING			\$ 36.47	\$ -
4320	FEE PROCESSOR I			\$ 20.30	\$ -
4321	FEE PROCESSOR II			\$ 23.66	\$ -
4322	FEE PROCESSOR III			\$ 26.36	\$ -
4323	FEE PROCESSOR IV			\$ 36.47	\$ -
4330	DATA ENTRY CLERK I-KEY ENTRY			\$ 25.34	\$ -
4331	DATA ENTRY CLERK I-SCANNING			\$ 25.34	\$ -
4332	DATA ENTRY CLERK II-KEY ENTRY			\$ 28.19	\$ -
4333	DATA ENTRY CLERK II-SCANNING			\$ 28.19	\$ -
4340	CONVERSION TECH III			\$ 26.90	\$ -
4350	FILE CLERK-P/I			\$ 36.47	\$ -
4351	FILE CLERK-ASSEMBLY			\$ 36.47	\$ -
4360	TEXT EDITOR I			\$ 25.34	\$ -
4361	TEXT EDITOR II			\$ 28.19	\$ -
4362	PROOFREADER I			\$ 26.36	\$ -
4363	PROOFREADER II			\$ 36.47	\$ -
					\$ -

REGISTER OF WAGE DETERMINATION 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

Wage Determination No.: 94-2103
Revision No.: 17
Date of Last Revision: 07/09/1998

John Paul Small
Division of Wage Determinations

State(s): District of Columbia, Maryland, Virginia

Areas: Maryland COUNTIES OF Calvert, Charles, Frederick, Montgomery,
Prince George's, St Mary's
Virginia COUNTIES OF Arlington, Fairfax, Fauquier, King George,
Loudoun, Prince William, Stafford, Alexandria, Falls Church

** Fringe Benefits Required For All Occupations Included In
This Wage Determination Follow The Occupational Listing **

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

Administrative Support and Clerical Occupations:

01011 Accounting Clerk I	\$ 8.79
01012 Accounting Clerk II	\$ 10.28
01013 Accounting Clerk III	\$ 12.15
01014 Accounting Clerk IV	\$ 14.16
01030 Court Reporter	\$ 13.22
01050 Dispatcher, Motor Vehicle	\$ 13.85
01060 Document Preparation Clerk	\$ 10.25
01070 Messenger (Courier)	\$ 7.82
01090 Duplicating Machine Operator	\$ 10.25
01110 Film/Tape Librarian	\$ 12.88
01115 General Clerk I	\$ 7.82
01116 General Clerk II	\$ 9.17
01117 General Clerk III	\$ 10.25
01118 General Clerk IV	\$ 14.31
01120 Housing Referral Assistant	\$ 14.82
01131 Key Entry Operator I	\$ 10.05
01132 Key Entry Operator II	\$ 11.23
01191 Order Clerk I	\$ 11.26
01192 Order Clerk II	\$ 12.44
01261 Personnel Assistant (Employment) I	\$ 10.33
01262 Personnel Assistant (Employment) II	\$ 11.28
01263 Personnel Assistant (Employment) III	\$ 13.00
01264 Personnel Assistant (Employment) IV	\$ 15.50
01270 Production Control Clerk	\$ 14.82
01290 Rental Clerk	\$ 12.08
01300 Scheduler, Maintenance	\$ 12.08
01311 Secretary I	\$ 12.08
01312 Secretary II	\$ 13.22
01313 Secretary III	\$ 14.82
01314 Secretary IV	\$ 16.86
01315 Secretary V	\$ 18.96
01320 Service Order Dispatcher	\$ 12.08
01341 Stenographer I	\$ 13.26
01342 Stenographer II	\$ 14.87
01400 Supply Technician	\$ 16.86
01420 Survey Worker (Interviewer)	\$ 13.22
01460 Switchboard Operator-Receptionist	\$ 10.28
01510 Test Examiner	\$ 13.22

01520 Test Proctor	\$ 13.22
01531 Travel Clerk I	\$ 8.64
01532 Travel Clerk II	\$ 9.33
01533 Travel Clerk III	\$ 10.05
01611 Word Processor I	\$ 10.48
01612 Word Processor II	\$ 12.05
01613 Word Processor III	\$ 14.95

Automatic Data Processing Occupations:

03010 Computer Data Librarian	\$ 9.97
03041 Computer Operator I	\$ 10.23
03042 Computer Operator II	\$ 12.06
03043 Computer Operator III	\$ 14.62
03044 Computer Operator IV	\$ 16.53
03045 Computer Operator V	\$ 17.79
03071 Computer Programmer I 1/	\$ 14.46
03072 Computer Programmer II 1/	\$ 16.97
03073 Computer Programmer III 1/	\$ 19.87
03074 Computer Programmer IV 1/	\$ 23.04
03101 Computer Systems Analyst I 1/	\$ 17.93
03102 Computer Systems Analyst II 1/	\$ 23.32
03103 Computer Systems Analyst III 1/	\$ 27.12
03160 Peripheral Equipment Operator	\$ 9.97

Automotive Service Occupations:

05005 Automobile Body Repairer, Fiberglass	\$ 18.39
05010 Automotive Glass Installer	\$ 16.45
05040 Automotive Worker	\$ 16.45
05070 Electrician, Automotive	\$ 17.44
05100 Mobile Equipment Servicer	\$ 14.43
05130 Motor Equipment Metal Mechanic	\$ 18.39
05160 Motor Equipment Metal Worker	\$ 16.45
05190 Motor Vehicle Mechanic	\$ 18.46
05220 Motor Vehicle Mechanic Helper	\$ 13.38
05250 Motor Vehicle Upholstery Worker	\$ 15.47
05280 Motor Vehicle Wrecker	\$ 16.45
05310 Painter, Automotive	\$ 17.44
05340 Radiator Repair Specialist	\$ 16.45
05370 Tire Repairer	\$ 14.43
05400 Transmission Repair Specialist	\$ 18.39

Food Preparation and Service Occupations:

07010 Baker	\$ 11.47
07041 Cook I	\$ 10.06
07042 Cook II	\$ 11.47
07070 Dishwasher	\$ 7.23
07100 Food Service Worker (Cafeteria Worker)	\$ 7.23
07130 Meat Cutter	\$ 11.47
07250 Waiter/Waitress	\$ 7.89

Furniture Maintenance and Repair Occupations:

09010 Electrostatic Spray Painter	\$ 17.44
09040 Furniture Handler	\$ 12.13
09070 Furniture Refinisher	\$ 17.44
09100 Furniture Refinisher Helper	\$ 13.38
09110 Furniture Repairer, Minor	\$ 15.47
09130 Upholsterer	\$ 17.44

General Service and Support Occupations:

11030 Cleaner, Vehicles	\$ 7.23
11060 Elevator Operator	\$ 7.23
11090 Gardener	\$ 10.06
11121 Housekeeping Aide I	\$ 6.44
11122 Housekeeping Aide II	\$ 7.26
11150 Janitor	\$ 7.23
11210 Laborer, Grounds Maintenance	\$ 7.89
11240 Maid or Houseman	\$ 6.39
11270 Pest Controller	\$ 10.79
11300 Refuse Collector	\$ 7.23
11330 Tractor Operator	\$ 9.33
11360 Window Cleaner	\$ 7.89

Health Occupations:

12020 Dental Assistant	\$ 10.26
12040 Emergency Medical Technician/Paramedic Ambulance Driver	\$ 10.42
12071 Licensed Practical Nurse I	\$ 12.69
12072 Licensed Practical Nurse II	\$ 14.25
12073 Licensed Practical Nurse III	\$ 15.95
12100 Medical Assistant	\$ 9.17
12130 Medical Laboratory Technician	\$ 9.17
12160 Medical Record Clerk	\$ 9.17
12190 Medical Record Technician	\$ 12.71
12221 Nursing Assistant I	\$ 7.28
12222 Nursing Assistant II	\$ 8.18
12223 Nursing Assistant III	\$ 10.48
12224 Nursing Assistant IV	\$ 11.77
12250 Pharmacy Technician	\$ 11.44
12280 Phlebotomist	\$ 9.17
12311 Registered Nurse I	\$ 15.88
12312 Registered Nurse II	\$ 17.80
12313 Registered Nurse II, Specialist	\$ 19.65
12314 Registered Nurse III	\$ 21.55
12315 Registered Nurse III, Anesthetist	\$ 21.55
12316 Registered Nurse IV	\$ 25.83

Information and Arts Occupations:

13002 Audiovisual Librarian	\$ 16.86
13011 Exhibits Specialist I	\$ 15.11
13012 Exhibits Specialist II	\$ 18.90
13013 Exhibits Specialist III	\$ 23.27
13041 Illustrator I	\$ 15.11
13042 Illustrator II	\$ 18.90
13043 Illustrator III	\$ 23.27
13047 Librarian	\$ 18.96
13050 Library Technician	\$ 13.22
13071 Photographer I	\$ 13.46
13072 Photographer II	\$ 15.11
13073 Photographer III	\$ 18.90
13074 Photographer IV	\$ 23.27
13075 Photographer V	\$ 25.60

Laundry, Drycleaning, Pressing and Related Occups:

15010 Assembler	\$ 6.51
15030 Counter Attendant	\$ 6.51
15040 Dry Cleaner	\$ 8.04
15070 Finisher, Flatwork, Machine	\$ 6.51
15090 Presser, Hand	\$ 6.51
15100 Presser, Machine, Drycleaning	\$ 6.51

15130 Presser, Machine, Shirts	\$ 6.51
15160 Presser, Machine, Wearing Apparel, Laundry	\$ 6.51
15190 Sewing Machine Operator	\$ 9.09
15220 Tailor	\$ 9.75
15250 Washer, Machine	\$ 7.14

Machine Tool Operation and Repair Occupations:

19010 Machine-Tool Operator (Toolroom)	\$ 17.44
19040 Tool and Die Maker	\$ 21.24

Materials Handling and Packing Occupations:

21010 Fuel Distribution System Operator	\$ 14.80
21020 Material Coordinator	\$ 14.64
21030 Material Expediter	\$ 14.64
21040 Material Handling Laborer	\$ 10.01
21050 Order Filler	\$ 12.76
21071 Forklift Operator	\$ 10.93
21080 Production Line Worker (Food Processing)	\$ 11.25
21100 Shipping/Receiving Clerk	\$ 11.78
21130 Shipping Packer	\$ 10.99
21140 Store Worker I	\$ 8.61
21150 Stock Clerk (Shelf Stocker; Store Worker II)	\$ 11.13
21210 Tools and Parts Attendant	\$ 12.73
21400 Warehouse Specialist	\$ 11.25

Mechanics and Maintenance and Repair Occupations:

23010 Aircraft Mechanic	\$ 18.39
23040 Aircraft Mechanic Helper	\$ 13.38
23050 Aircraft Quality Control Inspector	\$ 19.37
23060 Aircraft Servicer	\$ 15.47
23070 Aircraft Worker	\$ 16.45
23100 Appliance Mechanic	\$ 17.44
23120 Bicycle Repairer	\$ 14.43
23125 Cable Splicer	\$ 18.39
23130 Carpenter, Maintenance	\$ 17.44
23140 Carper Layer	\$ 16.85
23160 Electrician, Maintenance	\$ 17.93
23181 Electronics Technician, Maintenance I	\$ 15.51
23182 Electronics Technician, Maintenance II	\$ 19.80
23183 Electronics Technician, Maintenance III	\$ 21.56
23260 Fabric Worker	\$ 15.23
23290 Fire Alarm System Mechanic	\$ 18.39
23310 Fire Extinguisher Repairer	\$ 14.43
23340 Fuel Distribution System Mechanic	\$ 18.39
23370 General Maintenance Worker	\$ 15.90
23400 Heating, Refrigeration and Air-Conditioning Mechanic	\$ 18.39
23430 Heavy Equipment Mechanic	\$ 18.39
23440 Heavy Equipment Operator	\$ 18.66
23460 Instrument Mechanic	\$ 18.39
23470 Laborer	\$ 9.71
23500 Locksmith	\$ 17.44
23530 Machinery Maintenance Mechanic	\$ 19.82
23550 Machinist, Maintenance	\$ 20.79
23580 Maintenance Trades Helper	\$ 13.38
23640 Millwright	\$ 18.39
23700 Office Appliance Repairer	\$ 17.44
23740 Painter, Aircraft	\$ 17.44
23760 Painter, Maintenance	\$ 17.44
23790 Pipefitter, Maintenance	\$ 17.77
23800 Plumber, Maintenance	\$ 17.44

23820 Pneudraulic Systems Mechanic	\$ 18.39
23850 Rigger	\$ 18.39
23870 Scale Mechanic	\$ 16.45
23890 Sheet-Metal Worker, Maintenance	\$ 18.39
23910 Small Engine Mechanic	\$ 19.37
23930 Telecommunications Mechanic I	\$ 18.39
23931 Telecommunications Mechanic II	\$ 19.37
23950 Telephone Lineman	\$ 18.39
23960 Welder, Combination, Maintenance	\$ 18.39
23965 Well Driller	\$ 18.39
23970 Woodcraft Worker	\$ 18.39
23980 Woodworker	\$ 14.80

Personal Needs Occupations:

24570 Child Care Attendant	\$ 8.69
24580 Child Care Center Clerk	\$ 10.54
24600 Chore Aide	\$ 6.39
24630 Homemaker	\$ 12.05

Plant and System Operation Occupations:

25010 Boiler Tender	\$ 18.39
25040 Sewage Plant Operator	\$ 17.44
25070 Stationary Engineer	\$ 18.39
25190 Ventilation Equipment Tender	\$ 13.38
25210 Water Treatment Plant Operator	\$ 17.44

Protective Service Occupations:

27004 Alarm Monitor	\$ 11.20
27006 Corrections Officer	\$ 17.09
27010 Court Security Officer	\$ 17.57
27040 Detention Officer	\$ 17.09
27070 Firefighter	\$ 15.83
27101 Guard I	\$ 8.50
27102 Guard II	\$ 11.20
27130 Police Officer	\$ 19.80

Stevedoring/Longshoremen Occupational Services:

28010 Blocker and Bracer	\$ 13.83
28020 Hatch Tender	\$ 13.83
28030 Line Handler	\$ 13.83
28040 Stevedore I	\$ 13.00
28050 Stevedore II	\$ 14.66

Technical Occupations:

29010 Air Traffic Control Specialist, Center 2/	\$ 24.47
29011 Air Traffic Control Specialist, Station 2/	\$ 16.87
29012 Air Traffic Control Specialist, Terminal 2/	\$ 18.59
29023 Archeological Technician I	\$ 13.63
29024 Archeological Technician II	\$ 15.25
29025 Archeological Technician III	\$ 18.90
29030 Cartographic Technician	\$ 18.90
29035 Computer Based Training (CBT) Specialist/Instructor	\$ 17.93
29040 Civil Engineering Technician	\$ 18.90
29061 Drafter I	\$ 10.75
29062 Drafter II	\$ 13.46
29063 Drafter III	\$ 15.11
29064 Drafter IV	\$ 18.90
29081 Engineering Technician I	\$ 11.55

29082 Engineering Technician II	\$ 13.40
29083 Engineering Technician III	\$ 16.10
29084 Engineering Technician IV	\$ 18.48
29085 Engineering Technician V	\$ 22.60
29086 Engineering Technician VI	\$ 27.35
29090 Environmental Technician	\$ 18.27
29100 Flight Simulator/Instructor (Pilot)	\$ 23.32
29150 Graphic Artist	\$ 17.93
29160 Instructor	\$ 18.40
29210 Laboratory Technician	\$ 14.62
29240 Mathematical Technician	\$ 18.48
29361 Paralegal/Legal Assistant I	\$ 13.22
29362 Paralegal/Legal Assistant II	\$ 16.86
29363 Paralegal/Legal Assistant III	\$ 20.62
29364 Paralegal/Legal Assistant IV	\$ 24.95
29390 Photooptics Technician	\$ 18.48
29480 Technical Writer	\$ 16.72
29491 Unexploded Ordnance Technician I	\$ 15.55
29492 Unexploded Ordnance Technician II	\$ 18.82
29493 Unexploded Ordnance Technician III	\$ 22.55
29494 Unexploded Safety Escort	\$ 15.55
29495 Unexploded Sweep Personnel	\$ 15.55
29620 Weather Observer, Senior 3/	\$ 17.02
29621 Weather Observer, Combined Upper Air & Surface Programs 3/	\$ 14.62
29622 Weather Observer, Upper Air 3/	\$ 14.62

Transportation/Mobile Equipment Operation Occups:

31030 Bus Driver	\$ 13.24
31260 Parking and Lot Attendant	\$ 7.50
31290 Shuttle Bus Driver	\$ 10.42
31300 Taxi Driver	\$ 9.67
31361 Truckdriver, Light Truck	\$ 10.42
31362 Truckdriver, Medium Truck	\$ 13.24
31363 Truckdriver, Heavy Truck	\$ 15.54
31364 Truckdriver, Tractor-Trailer	\$ 16.93

Miscellaneous Occupations:

99020 Animal Caretaker	\$ 8.61
99030 Cashier	\$ 6.51
99041 Carnival Equipment Operator	\$ 9.33
99042 Carnival Equipment Repairer	\$ 10.06
99043 Carnival Worker	\$ 7.23
99050 Desk Clerk	\$ 9.45
99095 Embalmer	\$ 18.40
99300 Lifeguard	\$ 6.89
99310 Mortician	\$ 18.40
99350 Park Attendant (Aide)	\$ 8.48
99400 Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	\$ 7.58
99500 Recreation Specialist	\$ 15.40
99510 Recycling Worker	\$ 9.33
99610 Sales Clerk	\$ 6.75
99620 School Crossing Guard (Crosswalk Attendant)	\$ 7.23
99630 Sports Official	\$ 6.75
99658 Survey Party Chief (Chief of Party)	\$ 10.93
99659 Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	\$ 9.42
99660 Surveying Aide	\$ 6.16
99690 Swimming Pool Operator	\$ 11.47
99720 Vending Machine Attendant	\$ 9.33
99730 Vending Machine Repairer	\$ 11.47
99740 Vending Machine Repairer Helper	\$ 9.33

**** Fringe Benefits Required For All Occupations Included In
This Wage Determination ****

HEALTH & WELFARE: \$1.39 per hour or \$55.60 per week or \$240.93 per month.

VACATION: Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 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 contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: 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)

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 29 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).

**** 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 \$4.25 per week (or \$.85 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 Titles 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 Second Supplement, dated August 1995, 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 Pages 1

Amendment/Modification No. 3	3. Effective Date 01 Oct 1998	4. Requisition/Purchase Order No. 134P9703879	5. Project No. (if applicable)
Issued By Office of Procurement US Patent and Trademark Office 2011 Crystal Drive, Suite 810 Arlington, VA 22202	CODE Procure	7. Administered By (if other than item 6)	

Name and Address of Contractor (No., street, city, county, State, ZIP) Vistronix, Inc. 8391 Old Courthouse Road Suite 220 Vienna, VA 22182	<input type="checkbox"/>	9A. Amendment of Solicitation No.
	<input type="checkbox"/>	9B. Dated (see item 11)
	<input checked="" type="checkbox"/>	10A. Modification of Contract/Order No. 50PAPT700028 /
	<input checked="" type="checkbox"/>	10B. Dated (see item 13) 01 Oct 1997

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; (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)
 1999-A-134100-134100-2529-330150-\$661,124.00

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

<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 FAR 43.103(B).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT AUTHORITY OF: 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 **3** 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) PATRICK TRUAX, VICE PRESIDENT	16A. Name and Title of Contracting Officer (Type or print) Kudrewicz, Kate
5B. Contractor/Officer 	16B. United States of America
15C. Date Signed 10/29/98	16C. Date Signed 29 Oct 1998

The purpose of this modification to contract no. 50-PAPT-7-00028 is to add additional positions, and funding for those positions, overtime funding and increase the imaging workload for Option Period I. Accordingly, the subject contract is hereby modified as follows:

1. Incorporate into the subject contract new Section B, entitled "Schedule of Supplies and Services Prices/Costs. For your convenience the new Section B is hereby provided as an attachment to this modification reflecting the 9 additional positions. These positions became necessary to assist the Patent and Trademark Office in meeting several production objectives in the pre-exam area of the Office of Trademark Services as well as mandated changes on the Trademark Application procedures. Included in these objectives is the commitment to 3/13 project conversion to scanning of applications and five new law offices.
2. The total amount obligated under this contract increases as a result of this modification from \$6,136,111.00 by \$661,124.00.00 to a new total of \$6,797,235.00.
3. The \$661,124.00 obligated by this modification is distributed in the following manner:

Additional funding for 9 additional positions:	\$323,102.00
Additional imaging costs:	\$111,922.00
Overtime:	\$200,000.00
Incentive:	\$ 26,100.00

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

BASE PERIOD					
OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
01XX	Positions and FTE for the Accomplishment of the CATS Requirement				
0101	PROJECT MANAGER	1.0	1,860	\$ 63.26	\$ 117,664
0102	OPERATIONS SUPERVISOR	2.0	3,720	\$ 34.35	\$ 127,782
0103	MAIL CLERK I	2.0	3,720	\$ 13.96	\$ 51,931
0104	MAIL CLERK II	3.0	5,580	\$ 16.31	\$ 91,010
0105	MAIL CLERK III	3.0	5,580	\$ 18.19	\$ 101,500
0106	MAIL CLERK IV	6.0	11,160	\$ 25.27	\$ 282,013
0107	FEE PROCESSOR II	3.0	5,580	\$ 16.31	\$ 91,010
0108	FEE PROCESSOR III	3.0	5,480	\$ 18.19	\$ 99,681
0109	FEE PROCESSOR IV	3.0	5,480	\$ 25.27	\$ 138,480
0110	DATA ENTRY CLERK I	0.5	930	\$ 16.91	\$ 15,726
0111	DATA ENTRY CLERK II	22.0	40,120	\$ 18.84	\$ 755,861
0112	TEXT EDITOR I	3.0	5,580	\$ 16.91	\$ 94,358
0113	TEXT EDITOR II	7.0	13,020	\$ 18.84	\$ 245,297
0114	PROOFREADER I	1.0	1,860	\$ 18.19	\$ 33,833
0115	PROOFREADER II	7.0	13,020	\$ 25.27	\$ 329,015
0116	CONVERSION TECH III	3.0	5,580	\$ 17.97	\$ 100,273
0117	QUALITY SUPERVISOR	1.0	1,860	\$ 37.70	\$ 70,122
0118	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 25.27	\$ 47,002
		71.5	131,990		\$ 2,792,558
0188	Microfilm per roll costs	624.0	Rolls	\$ 138.00	\$ 83,373
0189	Microfilm Certificates of Registration	70.0	Film Sets	\$ 275.00	\$ 19,250
		30.0	Lib. Dups.	\$ 52.29	\$ 1,569
	TOTAL BEFORE INCENTIVE				\$ 2,896,750
0199	Incentive Fee	6%			\$ 173,805
	TOTAL W/100% INCENTIVE				\$ 3,070,555

BASE PERIOD					
OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
02XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
0202	OPERATIONS SUPERVISOR			\$ 34.35	\$ -
0203	MAIL CLERK I			\$ 13.96	\$ -
0204	MAIL CLERK II			\$ 16.31	\$ -
0205	MAIL CLERK III			\$ 18.19	\$ -
0206	MAIL CLERK IV			\$ 25.27	\$ -
0207	FEE PROCESSOR II			\$ 16.31	\$ -
0208	FEE PROCESSOR III			\$ 18.19	\$ -
0209	FEE PROCESSOR IV			\$ 25.27	\$ -
0210	DATA ENTRY CLERK I			\$ 16.91	\$ -
0211	DATA ENTRY CLERK II			\$ 18.84	\$ -
0212	TEXT EDITOR I			\$ 16.91	\$ -
0213	TEXT EDITOR II			\$ 18.84	\$ -
0214	PROOFREADER I			\$ 18.19	\$ -
0215	PROOFREADER II			\$ 25.27	\$ -
0216	CONVERSION TECH III			\$ 17.97	\$ -
0217	QUALITY SUPERVISOR			\$ 37.70	\$ -
0218	QUALITY CONTROL SPECIALIST			\$ 25.27	\$ -
		0.0	0		\$ -

BASE PERIOD					
OCTOBER 1, 1997 through SEPTEMBER 30, 1998					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
03XX	Overtime Pool				
0302	OPERATIONS SUPERVISOR			\$ 34.35	\$ -
0303	MAIL CLERK I			\$ 20.94	\$ -
0304	MAIL CLERK II			\$ 24.47	\$ -
0305	MAIL CLERK III			\$ 27.29	\$ -
0306	MAIL CLERK IV			\$ 37.91	\$ -
0307	FEE PROCESSOR II			\$ 24.47	\$ -
0308	FEE PROCESSOR III			\$ 27.29	\$ -
0309	FEE PROCESSOR IV			\$ 37.91	\$ -
0310	DATA ENTRY CLERK I			\$ 25.37	\$ -
0311	DATA ENTRY CLERK II			\$ 28.26	\$ -
0312	TEXT EDITOR I			\$ 25.37	\$ -
0313	TEXT EDITOR II			\$ 28.26	\$ -
0314	PROOFREADER I			\$ 27.29	\$ -
0315	PROOFREADER II			\$ 37.91	\$ -
0316	CONVERSION TECH III			\$ 26.96	\$ -
0317	QUALITY SUPERVISOR			\$ 37.70	\$ -
0318	QUALITY CONTROL SPECIALIST			\$ 37.91	\$ -
					\$ 200,000

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
11XX	Positions and FTE for the Accomplishment of the CATS Requirement				
1100	PROJECT MANAGER	1.0	1,860	\$ 64.84	\$ 120,602
1101	OPERATIONS SUPERVISOR	2.0	3,720	\$ 35.21	\$ 130,981
1102	SHIFT SUPERVISOR	0.0	0	\$ 35.21	\$ -
1103	QUALITY SUPERVISOR	1.0	1,860	\$ 38.64	\$ 71,870
1104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 25.25	\$ 46,965
1110	MAIL CLERK I-OPERATIONS	2.0	3,720	\$ 14.05	\$ 52,266
1111	MAIL CLERK II-OPERATIONS	3.0	5,580	\$ 16.38	\$ 91,400
1112	MAIL CLERK III-OPERATIONS	0.0	0	\$ 18.24	\$ -
1113	MAIL CLERK IV-OPERATIONS	0.0	0	\$ 25.25	\$ -
1114	MAIL CLERK I-PROCESSING	1.0	1,860	\$ 14.05	\$ 26,133
1115	MAIL CLERK II-PROCESSING	1.0	1,860	\$ 16.38	\$ 30,467
1116	MAIL CLERK III-PROCESSING	6.0	11,160	\$ 18.24	\$ 203,558
1117	MAIL CLERK IV-PROCESSING	8.0	14,880	\$ 25.25	\$ 375,720
1120	FEE PROCESSOR I	0.0	0	\$ 14.05	\$ -
1121	FEE PROCESSOR II	3.0	5,580	\$ 16.38	\$ 91,400
1122	FEE PROCESSOR III	3.0	5,580	\$ 18.24	\$ 101,779
1123	FEE PROCESSOR IV	3.0	5,580	\$ 25.25	\$ 140,895
1130	DATA ENTRY CLERK I-KEY ENTRY	0.0	0	\$ 17.10	\$ -
1131	DATA ENTRY CLERK I-SCANNING	0.5	930	\$ 17.10	\$ 15,903
1132	DATA ENTRY CLERK II-KEY ENTRY	4.0	7,440	\$ 19.03	\$ 141,583
1133	DATA ENTRY CLERK II-SCANNING	16.0	29,760	\$ 19.03	\$ 566,333
1140	CONVERSION TECH III	3.0	5,580	\$ 18.16	\$ 101,333
1150	FILE CLERK-P/I	2.0	3,720	\$ 19.03	\$ 70,792
1151	FILE CLERK-ASSEMBLY	0.0	0	\$ 25.25	\$ -
1160	TEXT EDITOR I	3.0	5,580	\$ 17.10	\$ 95,418
1161	TEXT EDITOR II	9.0	16,740	\$ 19.03	\$ 318,562
1162	PROOFREADER I	1.0	1,860	\$ 18.24	\$ 33,926
1163	PROOFREADER II	7.0	13,020	\$ 25.25	\$ 328,755
		80.5	149,730		\$ 3,156,643
		UNITS	TYPE	UNIT COST	TOTAL
1170	MICROFILM PROCESSING-APPS.	624.0	Rolls	\$ 138.00	\$ 86,112.00
1171	MICROFILM PROCESSING-REG. CERTS.	240.0	Film Sets	\$ 275.00	\$ 66,000.00
1172	LIBRARY DUPLICATES	350.0	Lib. Dups.	\$ 52.29	\$ 18,301.50
	TOTAL BEFORE INCENTIVE				\$ 3,327,057
1190	INCENTIVE FEE	6%			\$ 199,623
	TOTAL W/100% INCENTIVE				\$ 3,526,680
	OVERTIME				\$ 200,000
	GRAND TOTAL				\$ 3,726,680

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
12XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
1200	PROJECT MANAGER			\$ 64.84	\$ -
1201	OPERATIONS SUPERVISOR			\$ 35.21	\$ -
1202	SHIFT SUPERVISOR			\$ 35.21	\$ -
1203	QUALITY SUPERVISOR			\$ 38.64	\$ -
1204	QUALITY CONTROL SPECIALIST			\$ 25.25	\$ -
1210	MAIL CLERK I-OPERATIONS			\$ 14.05	\$ -
1211	MAIL CLERK II-OPERATIONS			\$ 16.38	\$ -
1212	MAIL CLERK III-OPERATIONS			\$ 18.24	\$ -
1213	MAIL CLERK IV-OPERATIONS			\$ 25.25	\$ -
1214	MAIL CLERK I-PROCESSING			\$ 14.05	\$ -
1215	MAIL CLERK II-PROCESSING			\$ 16.38	\$ -
1216	MAIL CLERK III-PROCESSING			\$ 18.24	\$ -
1217	MAIL CLERK IV-PROCESSING			\$ 25.25	\$ -
1220	FEE PROCESSOR I			\$ 14.05	\$ -
1221	FEE PROCESSOR II			\$ 16.38	\$ -
1222	FEE PROCESSOR III			\$ 18.24	\$ -
1223	FEE PROCESSOR IV			\$ 25.25	\$ -
1230	DATA ENTRY CLERK I-KEY ENTRY			\$ 17.10	\$ -
1231	DATA ENTRY CLERK I-SCANNING			\$ 17.10	\$ -
1232	DATA ENTRY CLERK II-KEY ENTRY			\$ 19.03	\$ -
1233	DATA ENTRY CLERK II-SCANNING			\$ 19.03	\$ -
1240	CONVERSION TECH III			\$ 18.16	\$ -
1250	FILE CLERK-P/I			\$ 25.25	\$ -
1251	FILE CLERK-ASSEMBLY			\$ 25.25	\$ -
1260	TEXT EDITOR I			\$ 17.10	\$ -
1261	TEXT EDITOR II			\$ 19.03	\$ -
1262	PROOFREADER I			\$ 18.24	\$ -
1263	PROOFREADER II			\$ 25.25	\$ -

OPTION YEAR 1					
OCTOBER 1, 1998 through SEPTEMBER 30, 1999					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
13XX	Overtime Pool				
1300	PROJECT MANAGER			\$ 64.84	\$ -
1301	OPERATIONS SUPERVISOR			\$ 35.21	\$ -
1302	SHIFT SUPERVISOR			\$ 52.82	\$ -
1303	QUALITY SUPERVISOR			\$ 38.64	\$ -
1304	QUALITY CONTROL SPECIALIST			\$ 37.88	\$ -
1310	MAIL CLERK I-OPERATIONS			\$ 21.08	\$ -
1311	MAIL CLERK II-OPERATIONS			\$ 24.57	\$ -
1312	MAIL CLERK III-OPERATIONS			\$ 27.36	\$ -
1313	MAIL CLERK IV-OPERATIONS			\$ 37.88	\$ -
1314	MAIL CLERK I-PROCESSING			\$ 21.08	\$ -
1315	MAIL CLERK II-PROCESSING			\$ 24.57	\$ -
1316	MAIL CLERK III-PROCESSING			\$ 27.36	\$ -
1317	MAIL CLERK IV-PROCESSING			\$ 37.88	\$ -
1320	FEE PROCESSOR I			\$ 21.08	\$ -
1321	FEE PROCESSOR II			\$ 24.57	\$ -
1322	FEE PROCESSOR III			\$ 27.36	\$ -
1323	FEE PROCESSOR IV			\$ 37.88	\$ -
1330	DATA ENTRY CLERK I-KEY ENTRY			\$ 25.65	\$ -
1331	DATA ENTRY CLERK I-SCANNING			\$ 25.65	\$ -
1332	DATA ENTRY CLERK II-KEY ENTRY			\$ 28.55	\$ -
1333	DATA ENTRY CLERK II-SCANNING			\$ 28.55	\$ -
1340	CONVERSION TECH III			\$ 27.24	\$ -
1350	FILE CLERK-P/I			\$ 37.88	\$ -
1351	FILE CLERK-ASSEMBLY			\$ 37.88	\$ -
1360	TEXT EDITOR I			\$ 25.65	\$ -
1361	TEXT EDITOR II			\$ 28.55	\$ -
1362	PROOFREADER I			\$ 27.36	\$ -
1363	PROOFREADER II			\$ 37.88	\$ -
					\$ 200,000

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
21XX	Positions and FTE for the Accomplishment of the CATS Requirement				
2100	PROJECT MANAGER	1.0	1,860	\$ 65.99	\$ 122,741
2101	OPERATIONS SUPERVISOR	2.0	3,720	\$ 35.83	\$ 133,288
2102	SHIFT SUPERVISOR	0.0	0	\$ 35.83	\$ -
2103	QUALITY SUPERVISOR	1.0	1,860	\$ 39.33	\$ 73,154
2104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.84	\$ 46,202
2110	MAIL CLERK I-OPERATIONS	2.0	3,720	\$ 13.82	\$ 51,410
2111	MAIL CLERK II-OPERATIONS	3.0	5,580	\$ 16.11	\$ 89,894
2112	MAIL CLERK III-OPERATIONS	0.0	0	\$ 17.95	\$ -
2113	MAIL CLERK IV-OPERATIONS	0.0	0	\$ 24.84	\$ -
2114	MAIL CLERK I-PROCESSING	1.0	1,860	\$ 13.82	\$ 25,705
2115	MAIL CLERK II-PROCESSING	1.0	1,860	\$ 16.11	\$ 29,965
2116	MAIL CLERK III-PROCESSING	6.0	11,160	\$ 17.95	\$ 200,322
2117	MAIL CLERK IV-PROCESSING	8.0	14,880	\$ 24.84	\$ 369,619
2120	FEE PROCESSOR I	0.0	0	\$ 13.82	\$ -
2121	FEE PROCESSOR II	3.0	5,580	\$ 16.11	\$ 89,894
2122	FEE PROCESSOR III	3.0	5,580	\$ 17.95	\$ 100,161
2123	FEE PROCESSOR IV	3.0	5,580	\$ 24.84	\$ 138,607
2130	DATA ENTRY CLERK I-KEY ENTRY	0.0	0	\$ 17.01	\$ -
2131	DATA ENTRY CLERK I-SCANNING	0.5	930	\$ 17.01	\$ 15,819
2132	DATA ENTRY CLERK II-KEY ENTRY	4.0	7,440	\$ 18.93	\$ 140,839
2133	DATA ENTRY CLERK II-SCANNING	16.0	29,760	\$ 18.93	\$ 563,357
2140	CONVERSION TECH III	3.0	5,580	\$ 18.06	\$ 100,775
2150	FILE CLERK-P/I	2.0	3,720	\$ 18.93	\$ 70,420
2151	FILE CLERK-ASSEMBLY	0.0	0	\$ 24.84	\$ -
2160	TEXT EDITOR I	3.0	5,580	\$ 17.01	\$ 94,916
2161	TEXT EDITOR II	9.0	16,740	\$ 18.93	\$ 316,888
2162	PROOFREADER I	1.0	1,860	\$ 17.95	\$ 33,387
2163	PROOFREADER II	7.0	13,020	\$ 24.84	\$ 323,417
		80.5	149,730		\$ 3,130,780
		UNITS	TYPE	UNIT COST	TOTAL
2170	MICROFILM PROCESSING-APPS.	624.0	Rolls	\$ 143.00	\$ 89,232.00
	TOTAL BEFORE INCENTIVE				\$ 3,220,012
2190	INCENTIVE FEE	6%			\$ 193,201
	TOTAL W/100% INCENTIVE				\$ 3,413,213

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
22XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
2200	PROJECT MANAGER			\$ 65.99	\$ -
2201	OPERATIONS SUPERVISOR			\$ 35.83	\$ -
2202	SHIFT SUPERVISOR			\$ 35.83	\$ -
2203	QUALITY SUPERVISOR			\$ 39.33	\$ -
2204	QUALITY CONTROL SPECIALIST			\$ 24.84	\$ -
2210	MAIL CLERK I-OPERATIONS			\$ 13.82	\$ -
2211	MAIL CLERK II-OPERATIONS			\$ 16.11	\$ -
2212	MAIL CLERK III-OPERATIONS			\$ 17.95	\$ -
2213	MAIL CLERK IV-OPERATIONS			\$ 24.84	\$ -
2214	MAIL CLERK I-PROCESSING			\$ 13.82	\$ -
2215	MAIL CLERK II-PROCESSING			\$ 16.11	\$ -
2216	MAIL CLERK III-PROCESSING			\$ 17.95	\$ -
2217	MAIL CLERK IV-PROCESSING			\$ 24.84	\$ -
2220	FEE PROCESSOR I			\$ 13.82	\$ -
2221	FEE PROCESSOR II			\$ 16.11	\$ -
2222	FEE PROCESSOR III			\$ 17.95	\$ -
2223	FEE PROCESSOR IV			\$ 24.84	\$ -
2230	DATA ENTRY CLERK I-KEY ENTRY			\$ 17.01	\$ -
2231	DATA ENTRY CLERK I-SCANNING			\$ 17.01	\$ -
2232	DATA ENTRY CLERK II-KEY ENTRY			\$ 18.93	\$ -
2233	DATA ENTRY CLERK II-SCANNING			\$ 18.93	\$ -
2240	CONVERSION TECH III			\$ 18.06	\$ -
2250	FILE CLERK-P/I			\$ 24.84	\$ -
2251	FILE CLERK-ASSEMBLY			\$ 24.84	\$ -
2260	TEXT EDITOR I			\$ 17.01	\$ -
2261	TEXT EDITOR II			\$ 18.93	\$ -
2262	PROOFREADER I			\$ 17.95	\$ -
2263	PROOFREADER II			\$ 24.84	\$ -
					\$ -

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
23XX	Overtime Pool				
2300	PROJECT MANAGER			\$ 65.99	\$ -
2301	OPERATIONS SUPERVISOR			\$ 35.83	\$ -
2302	SHIFT SUPERVISOR			\$ 53.75	\$ -
2303	QUALITY SUPERVISOR			\$ 39.33	\$ -
2304	QUALITY CONTROL SPECIALIST			\$ 37.26	\$ -
2310	MAIL CLERK I-OPERATIONS			\$ 20.73	\$ -
2311	MAIL CLERK II-OPERATIONS			\$ 24.17	\$ -
2312	MAIL CLERK III-OPERATIONS			\$ 26.93	\$ -
2313	MAIL CLERK IV-OPERATIONS			\$ 37.26	\$ -
2314	MAIL CLERK I-PROCESSING			\$ 20.73	\$ -
2315	MAIL CLERK II-PROCESSING			\$ 24.17	\$ -
2316	MAIL CLERK III-PROCESSING			\$ 26.93	\$ -
2317	MAIL CLERK IV-PROCESSING			\$ 37.26	\$ -
2320	FEE PROCESSOR I			\$ 20.73	\$ -
2321	FEE PROCESSOR II			\$ 24.17	\$ -
2322	FEE PROCESSOR III			\$ 26.93	\$ -
2323	FEE PROCESSOR IV			\$ 37.26	\$ -
2330	DATA ENTRY CLERK I-KEY ENTRY			\$ 25.52	\$ -
2331	DATA ENTRY CLERK I-SCANNING			\$ 25.52	\$ -
2332	DATA ENTRY CLERK II-KEY ENTRY			\$ 28.40	\$ -
2333	DATA ENTRY CLERK II-SCANNING			\$ 28.40	\$ -
2340	CONVERSION TECH III			\$ 27.09	\$ -
2350	FILE CLERK-P/I			\$ 37.26	\$ -
2351	FILE CLERK-ASSEMBLY			\$ 37.26	\$ -
2360	TEXT EDITOR I			\$ 25.52	\$ -
2361	TEXT EDITOR II			\$ 28.40	\$ -
2362	PROOFREADER I			\$ 26.93	\$ -
2363	PROOFREADER II			\$ 37.26	\$ -
					\$ -

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
31XX	Positions and FTE for the Accomplishment of the CATS Requirement				
3100	PROJECT MANAGER	1.0	1,860	\$ 67.35	\$ 125,271
3101	OPERATIONS SUPERVISOR	2.0	3,720	\$ 36.57	\$ 136,040
3102	SHIFT SUPERVISOR	0.0	0	\$ 36.57	\$ -
3103	QUALITY SUPERVISOR	1.0	1,860	\$ 40.14	\$ 74,660
3104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.50	\$ 45,570
3110	MAIL CLERK I-OPERATIONS	2.0	3,720	\$ 13.64	\$ 50,741
3111	MAIL CLERK II-OPERATIONS	3.0	5,580	\$ 15.90	\$ 88,722
3112	MAIL CLERK III-OPERATIONS	0.0	0	\$ 17.71	\$ -
3113	MAIL CLERK IV-OPERATIONS	0.0	0	\$ 24.50	\$ -
3114	MAIL CLERK I-PROCESSING	1.0	1,860	\$ 13.64	\$ 25,370
3115	MAIL CLERK II-PROCESSING	1.0	1,860	\$ 15.90	\$ 29,574
3116	MAIL CLERK III-PROCESSING	6.0	11,160	\$ 17.71	\$ 197,644
3117	MAIL CLERK IV-PROCESSING	8.0	14,880	\$ 24.50	\$ 364,560
3120	FEE PROCESSOR I	0.0	0	\$ 13.64	\$ -
3121	FEE PROCESSOR II	3.0	5,580	\$ 15.90	\$ 88,722
3122	FEE PROCESSOR III	3.0	5,580	\$ 17.71	\$ 98,822
3123	FEE PROCESSOR IV	3.0	5,580	\$ 24.50	\$ 136,710
3130	DATA ENTRY CLERK I-KEY ENTRY	0.0	0	\$ 16.93	\$ -
3131	DATA ENTRY CLERK I-SCANNING	0.5	930	\$ 16.93	\$ 15,745
3132	DATA ENTRY CLERK II-KEY ENTRY	4.0	7,440	\$ 18.84	\$ 140,170
3133	DATA ENTRY CLERK II-SCANNING	16.0	29,760	\$ 18.84	\$ 560,678
3140	CONVERSION TECH III	3.0	5,580	\$ 17.98	\$ 100,328
3150	FILE CLERK-P/I	2.0	3,720	\$ 18.84	\$ 70,085
3151	FILE CLERK-ASSEMBLY	0.0	0	\$ 24.50	\$ -
3160	TEXT EDITOR I	3.0	5,580	\$ 16.93	\$ 94,469
3161	TEXT EDITOR II	9.0	16,740	\$ 18.84	\$ 315,382
3162	PROOFREADER I	1.0	1,860	\$ 17.71	\$ 32,941
3163	PROOFREADER II	7.0	13,020	\$ 24.50	\$ 318,990
		80.5	149,730		\$ 3,111,194
		UNITS	TYPE	UNIT COST	TOTAL
3170	MICROFILM PROCESSING-APPS.	624.0	Rolls	\$ 148.00	\$ 92,352.00
	TOTAL BEFORE INCENTIVE				\$ 3,203,546
3190	INCENTIVE FEE	6%			\$ 192,213
	TOTAL W/100% INCENTIVE				\$ 3,395,759

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
32XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
3200	PROJECT MANAGER			\$ 67.35	\$ -
3201	OPERATIONS SUPERVISOR			\$ 36.57	\$ -
3202	SHIFT SUPERVISOR			\$ 36.57	\$ -
3203	QUALITY SUPERVISOR			\$ 40.14	\$ -
3204	QUALITY CONTROL SPECIALIST			\$ 24.50	\$ -
3210	MAIL CLERK I-OPERATIONS			\$ 13.64	\$ -
3211	MAIL CLERK II-OPERATIONS			\$ 15.90	\$ -
3212	MAIL CLERK III-OPERATIONS			\$ 17.71	\$ -
3213	MAIL CLERK IV-OPERATIONS			\$ 24.50	\$ -
3214	MAIL CLERK I-PROCESSING			\$ 13.64	\$ -
3215	MAIL CLERK II-PROCESSING			\$ 15.90	\$ -
3216	MAIL CLERK III-PROCESSING			\$ 17.71	\$ -
3217	MAIL CLERK IV-PROCESSING			\$ 24.50	\$ -
3220	FEE PROCESSOR I			\$ 13.64	\$ -
3221	FEE PROCESSOR II			\$ 15.90	\$ -
3222	FEE PROCESSOR III			\$ 17.71	\$ -
3223	FEE PROCESSOR IV			\$ 24.50	\$ -
3230	DATA ENTRY CLERK I-KEY ENTRY			\$ 16.93	\$ -
3231	DATA ENTRY CLERK I-SCANNING			\$ 16.93	\$ -
3232	DATA ENTRY CLERK II-KEY ENTRY			\$ 18.84	\$ -
3233	DATA ENTRY CLERK II-SCANNING			\$ 18.84	\$ -
3240	CONVERSION TECH III			\$ 17.98	\$ -
3250	FILE CLERK-P/I			\$ 24.50	\$ -
3251	FILE CLERK-ASSEMBLY			\$ 24.50	\$ -
3260	TEXT EDITOR I			\$ 16.93	\$ -
3261	TEXT EDITOR II			\$ 18.84	\$ -
3262	PROOFREADER I			\$ 17.71	\$ -
3263	PROOFREADER II			\$ 24.50	\$ -
					\$ -

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
33XX	Overtime Pool				
3300	PROJECT MANAGER			\$ 67.35	\$ -
3301	OPERATIONS SUPERVISOR			\$ 36.57	\$ -
3302	SHIFT SUPERVISOR			\$ 54.86	\$ -
3303	QUALITY SUPERVISOR			\$ 40.14	\$ -
3304	QUALITY CONTROL SPECIALIST			\$ 36.75	\$ -
3310	MAIL CLERK I-OPERATIONS			\$ 20.46	\$ -
3311	MAIL CLERK II-OPERATIONS			\$ 23.85	\$ -
3312	MAIL CLERK III-OPERATIONS			\$ 26.57	\$ -
3313	MAIL CLERK IV-OPERATIONS			\$ 36.75	\$ -
3314	MAIL CLERK I-PROCESSING			\$ 20.46	\$ -
3315	MAIL CLERK II-PROCESSING			\$ 23.85	\$ -
3316	MAIL CLERK III-PROCESSING			\$ 26.57	\$ -
3317	MAIL CLERK IV-PROCESSING			\$ 36.75	\$ -
3320	FEE PROCESSOR I			\$ 20.46	\$ -
3321	FEE PROCESSOR II			\$ 23.85	\$ -
3322	FEE PROCESSOR III			\$ 26.57	\$ -
3323	FEE PROCESSOR IV			\$ 36.75	\$ -
3330	DATA ENTRY CLERK I-KEY ENTRY			\$ 25.40	\$ -
3331	DATA ENTRY CLERK I-SCANNING			\$ 25.40	\$ -
3332	DATA ENTRY CLERK II-KEY ENTRY			\$ 28.26	\$ -
3333	DATA ENTRY CLERK II-SCANNING			\$ 28.26	\$ -
3340	CONVERSION TECH III			\$ 26.97	\$ -
3350	FILE CLERK-P/I			\$ 36.75	\$ -
3351	FILE CLERK-ASSEMBLY			\$ 36.75	\$ -
3360	TEXT EDITOR I			\$ 25.40	\$ -
3361	TEXT EDITOR II			\$ 28.26	\$ -
3362	PROOFREADER I			\$ 26.57	\$ -
3363	PROOFREADER II			\$ 36.75	\$ -
					\$ -

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
41XX	Positions and FTE for the Accomplishment of the CATS Requirement				
4100	PROJECT MANAGER	1.0	1,860	\$ 69.15	\$ 128,619
4101	OPERATIONS SUPERVISOR	2.0	3,720	\$ 37.54	\$ 139,649
4102	SHIFT SUPERVISOR	0.0	0	\$ 37.54	\$ -
4103	QUALITY SUPERVISOR	1.0	1,860	\$ 41.21	\$ 76,651
4104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 24.31	\$ 45,217
4110	MAIL CLERK I-OPERATIONS	2.0	3,720	\$ 13.53	\$ 50,332
4111	MAIL CLERK II-OPERATIONS	3.0	5,580	\$ 15.77	\$ 87,997
4112	MAIL CLERK III-OPERATIONS	0.0	0	\$ 17.57	\$ -
4113	MAIL CLERK IV-OPERATIONS	0.0	0	\$ 24.31	\$ -
4114	MAIL CLERK I-PROCESSING	1.0	1,860	\$ 13.53	\$ 25,166
4115	MAIL CLERK II-PROCESSING	1.0	1,860	\$ 15.77	\$ 29,332
4116	MAIL CLERK III-PROCESSING	6.0	11,160	\$ 17.57	\$ 196,081
4117	MAIL CLERK IV-PROCESSING	8.0	14,880	\$ 24.31	\$ 361,733
4120	FEE PROCESSOR I	0.0	0	\$ 13.53	\$ -
4121	FEE PROCESSOR II	3.0	5,580	\$ 15.77	\$ 87,997
4122	FEE PROCESSOR III	3.0	5,580	\$ 17.57	\$ 98,041
4123	FEE PROCESSOR IV	3.0	5,580	\$ 24.31	\$ 135,650
4130	DATA ENTRY CLERK I-KEY ENTRY	0.0	0	\$ 16.89	\$ -
4131	DATA ENTRY CLERK I-SCANNING	0.5	930	\$ 16.89	\$ 15,708
4132	DATA ENTRY CLERK II-KEY ENTRY	4.0	7,440	\$ 18.79	\$ 139,798
4133	DATA ENTRY CLERK II-SCANNING	16.0	29,760	\$ 18.79	\$ 559,190
4140	CONVERSION TECH III	3.0	5,580	\$ 17.93	\$ 100,049
4150	FILE CLERK-P/I	2.0	3,720	\$ 18.79	\$ 69,899
4151	FILE CLERK-ASSEMBLY	0.0	0	\$ 24.31	\$ -
4160	TEXT EDITOR I	3.0	5,580	\$ 16.89	\$ 94,246
4161	TEXT EDITOR II	9.0	16,740	\$ 18.79	\$ 314,545
4162	PROOFREADER I	1.0	1,860	\$ 17.57	\$ 32,680
4163	PROOFREADER II	7.0	13,020	\$ 24.31	\$ 316,516
		80.5	149,730		\$ 3,105,093
		UNITS	TYPE	UNIT COST	TOTAL
4170	MICROFILM PROCESSING-APPS.	624.0	Rolls	\$ 153.00	\$ 95,472.00
	TOTAL BEFORE INCENTIVE				\$ 3,200,565
4190	INCENTIVE FEE	6%			\$ 192,034
	TOTAL W/100% INCENTIVE				\$ 3,392,599

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
42XX	Optional Positions and FTE for the Accomplishment of the CATS Requirement				
4200	PROJECT MANAGER			\$ 69.15	\$ -
4201	OPERATIONS SUPERVISOR			\$ 37.54	\$ -
4202	SHIFT SUPERVISOR			\$ 37.54	\$ -
4203	QUALITY SUPERVISOR			\$ 41.21	\$ -
4204	QUALITY CONTROL SPECIALIST			\$ 24.31	\$ -
4210	MAIL CLERK I-OPERATIONS			\$ 13.53	\$ -
4211	MAIL CLERK II-OPERATIONS			\$ 15.77	\$ -
4212	MAIL CLERK III-OPERATIONS			\$ 17.57	\$ -
4213	MAIL CLERK IV-OPERATIONS			\$ 24.31	\$ -
4214	MAIL CLERK I-PROCESSING			\$ 13.53	\$ -
4215	MAIL CLERK II-PROCESSING			\$ 15.77	\$ -
4216	MAIL CLERK III-PROCESSING			\$ 17.57	\$ -
4217	MAIL CLERK IV-PROCESSING			\$ 24.31	\$ -
4220	FEE PROCESSOR I			\$ 13.53	\$ -
4221	FEE PROCESSOR II			\$ 15.77	\$ -
4222	FEE PROCESSOR III			\$ 17.57	\$ -
4223	FEE PROCESSOR IV			\$ 24.31	\$ -
4230	DATA ENTRY CLERK I-KEY ENTRY			\$ 16.89	\$ -
4231	DATA ENTRY CLERK I-SCANNING			\$ 16.89	\$ -
4232	DATA ENTRY CLERK II-KEY ENTRY			\$ 18.79	\$ -
4233	DATA ENTRY CLERK II-SCANNING			\$ 18.79	\$ -
4240	CONVERSION TECH III			\$ 17.93	\$ -
4250	FILE CLERK-P/I			\$ 24.31	\$ -
4251	FILE CLERK-ASSEMBLY			\$ 24.31	\$ -
4260	TEXT EDITOR I			\$ 16.89	\$ -
4261	TEXT EDITOR II			\$ 18.79	\$ -
4262	PROOFREADER I			\$ 17.57	\$ -
4263	PROOFREADER II			\$ 24.31	\$ -
					\$ -

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FY	Labor Rate/Hour	Total Amount
43XX	Overtime Pool				
4300	PROJECT MANAGER			\$ 69.15	\$ -
4301	OPERATIONS SUPERVISOR			\$ 37.54	\$ -
4302	SHIFT SUPERVISOR			\$ 56.13	\$ -
4303	QUALITY SUPERVISOR			\$ 41.21	\$ -
4304	QUALITY CONTROL SPECIALIST			\$ 36.47	\$ -
4310	MAIL CLERK I-OPERATIONS			\$ 20.30	\$ -
4311	MAIL CLERK II-OPERATIONS			\$ 23.66	\$ -
4312	MAIL CLERK III-OPERATIONS			\$ 26.36	\$ -
4313	MAIL CLERK IV-OPERATIONS			\$ 36.47	\$ -
4314	MAIL CLERK I-PROCESSING			\$ 20.30	\$ -
4315	MAIL CLERK II-PROCESSING			\$ 23.66	\$ -
4316	MAIL CLERK III-PROCESSING			\$ 26.36	\$ -
4317	MAIL CLERK IV-PROCESSING			\$ 36.47	\$ -
4320	FEE PROCESSOR I			\$ 20.30	\$ -
4321	FEE PROCESSOR II			\$ 23.66	\$ -
4322	FEE PROCESSOR III			\$ 26.36	\$ -
4323	FEE PROCESSOR IV			\$ 36.47	\$ -
4330	DATA ENTRY CLERK I-KEY ENTRY			\$ 25.34	\$ -
4331	DATA ENTRY CLERK I-SCANNING			\$ 25.34	\$ -
4332	DATA ENTRY CLERK II-KEY ENTRY			\$ 28.19	\$ -
4333	DATA ENTRY CLERK II-SCANNING			\$ 28.19	\$ -
4340	CONVERSION TECH III			\$ 26.90	\$ -
4350	FILE CLERK-P/I			\$ 36.47	\$ -
4351	FILE CLERK-ASSEMBLY			\$ 36.47	\$ -
4360	TEXT EDITOR I			\$ 25.34	\$ -
4361	TEXT EDITOR II			\$ 28.19	\$ -
4362	PROOFREADER I			\$ 26.36	\$ -
4363	PROOFREADER II			\$ 36.47	\$ -
					\$ -

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

2. Amendment/Modification No. 4	3. Effective Date 12 Feb 1999	4. Requisition/Purchase Req No. 134P9703879	5. Project No. (if applicable)
6. Issued By Office of Procurement 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, city, county, State, ZIP) VISTRONIX, INC. 8391 OLD COURTHOUSE ROAD SUITE 205 VIENNA, VA 22182	<input type="checkbox"/>	9A. Amendment of Solicitation No.
	<input type="checkbox"/>	9B. Dated (see item 11)
	<input checked="" type="checkbox"/>	10A. Modification of Contract/Order No. 50PAPT700028 /
	<input checked="" type="checkbox"/>	10B. Dated (see item 13) 12 Feb 1999

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)
1999-A-134100-134100-2529-330150-\$70,647.61

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

<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 checked="" 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 AUTHORITY OF:
<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).
This is modification MO04 to contract 50-PAPT-7-00028. 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.

15A. Name and Title of Signer (type or print)	16A. Name and Title of Contracting Officer (Type or print) Kudrewicz, Kate
15B. Contractor/Offeror	16B. United States of America
15C. Date Signed	16C. Date Signed 12 Feb 1999

(Signature of person authorized to sign)
EXCEPTION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

(Signature of Contracting Officer)

AMENDMENT of SOLICITATION MODIFICATION of CONTRACT (Continue)

1. Contract ID Code

Page of Pages

2 3

2. Amendment/Modification No.

4

3. Effective Date

12 Feb 1999

4. Requisition/Purchase Req. No.

134P9703879

5. Project No. (if applicable)

A. ITEM NO.	B. SUPPLIES/SERVICES	C. QUANTITY	D. UNIT	E. UNIT PRICE	F. AMOUNT
G. TOTAL OBLIGATION					\$70,647.61

The purpose of this modification to contract no. 50-PAPT-7-00028 is to correct an error in the total contract value as stated in modification MO01, and correct all subsequent modifications to reflect the correct contract value and obligations. Accordingly, the subject contract is hereby modified as follows:

1. An error in the stated contract value was discovered after the issuance of modification MO01 issued 4/30/98. This error resulted in the total contract value being understated by a total of \$200,000.00. Not until the end of the base period of the contract was this error detected. In light of the timing of the error detection and the existence of final invoices for that period of performance, the Contracting Officer hereby modifies the contract to reflect the correct contract value, provide the necessary funding, and provide additional clarification for the modification, (see attachment 1). Therefore obligations and current contract value are as stated below.
2. The total amount obligated under this contract increases as a result of this modification from \$6,797,235.00 by \$70,647.61 to a new total of \$6,867,882.61.
3. The total value of this contract increases as a result of this modification from \$6,797,235.00 by \$200,000.00 to a new total of \$6,997,235.00.

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

ATTACHMENT (1)

Explanation of Requirement for Additional Funds For the CATS Contract for FY 98

Purpose

The purpose of this paper is to document the requirement for additional funding for the CATS contract for FY 98 in the amount of \$70,647.61.

Background

The CATS contract was effective 10/1/97 with the costs allocated as follows:

Cost Category	Amount
Labor and Microfilm	2,499,124.00
Incentive Pool	149,947.00
Sub-Total	2,649,071
Overtime Pool	200,000.00
Grand Total	2,849,071.00

The amount obligated for the CATS contract was \$3,000,000.00.

On 4/30/98 a contract modification was effective that added ten staff, complied with a new Wage Determination, added a line item for microfilm, changed the COTR and implemented the QC/QA and Incentive plans. This modification changed the cost allocations to the following:

Cost Category	Amount
Labor and Microfilm	2,896,750.00
Incentive Pool	173,805.00
Sub-Total	3,070,555.00
Overtime Pool	200,000.00
Grand Total	3,270,555.00

Additional funding was needed for labor, microfilm and incentive in the amount of \$421,484.

Since the contract obligation was already \$3,000,000, the actual amount of new funding required was \$270,555.

What Happened

The labor, microfilm and incentive amounts were increased on the appropriate page of the contract for a total of \$3,070,555. The amount (\$200,000) for the overtime pool is on a separate page in the contract and was overlooked when the new contract total was developed.

Since the contract amount was already \$3,000,000, only an additional \$70,555 was added to make-up a new contract total of \$3,070,555.

This oversight was reviewed and missed by the Contracting Officer, the COTR and the Contractor.

Point of Clarification

On initial analysis it appears that the overtime pool was left out of the calculation of the new contract amount. In actual fact, the overtime pool remained unchanged by the contract modification which contains language stating that '...all other terms and conditions remain in full force and effect.' The real oversight was not adding sufficient funds for labor, microfilm and the incentive pool.

Corrective Action

The following actions were formulated by the contracting officer, the COTR and procurement legal counsel:

The contract value needs to be increased to \$3,270,555 to reflect the anticipated FY 98 expenditures.

An additional amount of \$70,647.61 needs to be obligated for FY 98 and is calculated as follows:

Total obligations to the contractor	3,141,202.61
Current contract amount	3,070,555.00
Additional contract obligation	70,647.61

Preventive Measures

To prevent an occurrence of a similar nature in the future, all amounts for contract costs have been consolidated on a single page.

Footnote

The expenditures on the CATS contract were under projections by \$129,352.43 calculated as follows:

Anticipated CATS FY 98 expenditures	3,270,555.00
Actual CATS FY 98 expenditures	3,141,218.43
Amount under	129,352.43

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. Amendment/Modification No. 5	3. Effective Date 24 Sep 1999	4. Requisition/Purchase Order No. 134P9703879	5. Project No. (if applicable)
6. Issued By Office of Procurement 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, city, county, State, ZIP) VISTRONIX, INC. 8391 OLD COURTHOUSE ROAD SUITE 205 VIENNA, VA 22182	<input type="checkbox"/>	9A. Amendment of Solicitation No.
	<input type="checkbox"/>	9B. Dated (see item 11)
	<input checked="" type="checkbox"/>	10A. Modification of Contract/Order No. 50PAPT700028 /
	<input checked="" type="checkbox"/>	10B. Dated (see item 13) 01 Oct 1997

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 APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<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 FAR 43.103(B).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Option Clause H.3

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) Kudrewicz, Kate
15B. Contractor/Offeror	16B. United States of America
15C. Date Signed	16C. Date Signed 24 Sep 1999

The purpose of this modification to contract no. 50-PAPT-7-00028 is to exercise Option Period 2. Accordingly, the subject contract is hereby modified as follows:

1. The Patent and Trademark Office hereby exercises Option Period 2 of the above stated contract pursuant to H.3 Option to Extend the Term of the Contract – Fixed Price Contract, subject to the “Availability of Funds” clause of the contract. Option Period 2 extends the service of the contract from October 1, 1999, through September 30, 2000.
2. The total amount obligated under this contract does not increase as a result of this modification.

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

Page Of Pages
1 1

2. Amendment/Modification No. 6	3. Effective Date 08 Dec 1999	4. Requisition/Purchase No. 134P9703879	5. Project No. (if applicable)
6. Issued By Office of Procurement 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, city, county, State, ZIP) VISTRONIX, INC. 8391 OLD COURTHOUSE ROAD SUITE 205 VIENNA, VA 22182	<input type="checkbox"/>	9A. Amendment of Solicitation No.
	<input type="checkbox"/>	9B. Dated (see item 11)
	<input checked="" type="checkbox"/>	10A. Modification of Contract/Order No. 50PAPT700028 /
	<input checked="" type="checkbox"/>	10B. Dated (see item 13) 08 Dec 1999

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)
2000-A-134100-134100-2529-330150-\$3,705,233.33

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


<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 FAR 43.103(B).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Unilateral funding and partial termination modification.

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 for modification 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.

15A. Name and Title of Signer (type or print) _____ _____ _____	16A. Name and Title of Contracting Officer (Type or print) Kudrewicz, Kate
15B. Contractor/Officer	16B. United States of America
15C. Date Signed	16C. Date Signed 08 Dec 1999

(Signature of person authorized to sign) _____
(Signature of Contracting Officer) 

AMENDMENT of SOLICITATION/MODIFICATION of CONTRACT (Continued)

1. Contract ID Code

Page of Pages
2 | 1

2. Amendment/Modification No.
6

3. Effective Date
08 Dec 1999

4. Requisition/Purchase No.
134P9703879

5. Project No. (if applicable)

A. ITEM NO.	B. SUPPLIES/SERVICES	C. QUANTITY	D. UNIT	E. UNIT PRICE	F. AMOUNT
G. TOTAL OBLIGATION					\$3,705,233.33

The purpose of this modification to contract no. 50-PAPT-7-00028 is to provide funding for Option Period II and to partially terminate the contract removing the text editing functions. Accordingly, the subject contract is hereby modified as follows:

1. Funding in the amount of \$3,705,233.33 is hereby obligated to this contract for Option Period II. This amount represents funding for 80.5 FTE's through December 31, 1999, and 70.5 FTE's from January 1, 2000 through September 30, 2000. This amount is distributed in the following manner:

Labor and Microfilm Costs:	\$ 3,306,823.90
Incentive Fee Available:	\$ 198,409.43
Overtime Pool:	\$ 200,000.00

2. In accordance with the PTO correspondence dated December 2, 1999, this modification provides for Partial Termination for the Convenience of the Government the "Text Editing" portion of the subject contract. The effective date of termination of the tasks associated with paragraph C.3.2.3.2, entitled "Text Editing", is December 31, 1999. The effect of this partial termination is to remove ten (10) FTE from the contract. Thus total FTE assigned to this contract is reduced from 80.5 FTE to 70.5 FTE.
3. The total value of this contract increases as a result of this modification from \$6,997,235.00 by \$3,705,233.33 to a new total of \$10,702,468.33

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

Page
1 of 4

2. AMENDMENT/MODIFICATION NO. 0007	3. EFFECTIVE DATE 04/27/2000	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
5. ISSUED BY Office of Procurement JS Patent and Trademark Office, 2011 Crystal Drive, Suite 810 Arlington, VA 22202		7. ADMINISTERED BY (If other than Item 6)	CODE

3. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028
	(X) 10B. DATED (SEE ITEM 13) 09/08/1997

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)

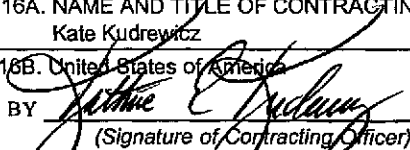
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

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 checked="" 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 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.)
 Administrative modification. See attached for specific modification 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.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrewitz
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 04/27/2000

Line Item Summary	Document Number 50PAE 0028/0007	Title Contract - TM Services Co .t	Page 2 of 4
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No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Line Item Summary	Document Number	Title	Page 3 of 4
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Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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\$0.00

Previous Total: \$10,573,115.94
Modification Total: \$0.00
Grand Total: \$10,573,115.94
 (Includes Discounts)

See attached for modification details.

The purpose of this administrative modification to contract no. 50-PAPT-7-00028 is to provide for the change of address of the contractor, and include unit costs for the microfilm requirements inadvertently omitted at the time of option exercise. Accordingly, the subject contract is hereby modified as follows:

1. Vistronix address is hereby changed to the following address:

Vistronix, Inc.
1970 Chain Bridge Road, 12th Floor
McLean, VA 22102

2. Remove from the current contract Section B, pages 8 through 16 and replace with Section B, pages 8 through 12 provided.
3. Remove page 29 from the current contract and replace with new page 29 provided.
4. The total value of this contract does not change as a result of this modification.

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

OPTION YEAR 2					
OCTOBER 1, 1999 through DECEMBER 31, 1999					
Item Number		Estimated FTE	Hours per FTE	Labor Rate/Hour	Total Amount
21XX	Positions and FTE for the Accomplishment of the CATS Requirement				
2100	MANAGEMENT				
2101	PROJECT MANAGER	1.0	465	\$ 65.99	\$ 30,685.35
2102	OPERATIONS SUPERVISOR	3.0	465	\$ 35.83	\$ 49,982.85
2103	QUALITY SUPERVISOR	1.0	465	\$ 39.33	\$ 18,288.45
2104	QUALITY CONTROL SPECIALIST	1.0	465	\$ 27.28	\$ 12,685.20
2110	MAIL OPERATIONS				\$ -
2111	MAIL OPERATIONS GEN. CLERK I	1.0	465	\$ 15.28	\$ 7,105.20
2112	MAIL OPERATIONS GEN. CLERK II	4.0	465	\$ 17.78	\$ 33,070.80
2120	MAIL PROCESSING				\$ -
2121	MAIL GEN. CLERK III	6.0	465	\$ 19.78	\$ 55,186.20
2122	MAIL GEN. CLERK IV	7.0	465	\$ 27.28	\$ 88,796.40
2123	INTERNET GEN. CLERK II	1.0	465	\$ 17.78	\$ 8,267.70
2124	INTERNET GEN. CLERK III	1.0	465	\$ 19.78	\$ 9,197.70
2125	SPECIALS GEN. CLERK II	1.0	465	\$ 17.78	\$ 8,267.70
2126	SPECIALS GEN. CLERK III	1.0	465	\$ 19.78	\$ 9,197.70
2130	DATA CAPTURE				
2131	DOC PREP GEN. CLERK III	8.0	465	\$ 19.78	\$ 73,581.60
2132	SCANNING GEN. CLERK I	1.0	465	\$ 15.28	\$ 7,105.20
2133	SCANNING GEN. CLERK III	5.0	465	\$ 19.78	\$ 45,988.50
2134	DATA ENTRY GEN. CLERK III	1.5	465	\$ 19.78	\$ 13,796.55
2140	FEE PROCESSING				
2141	FEE PROCESSOR GEN. CLERK I	0.0	465	\$ 15.28	\$ -
2142	FEE PROCESSOR GEN. CLERK II	5.0	465	\$ 17.78	\$ 41,338.50
2143	FEE PROCESSOR GEN. CLERK III	7.0	465	\$ 19.78	\$ 64,383.90
2144	FEE PROCESSOR GEN. CLERK IV	3.0	465	\$ 27.28	\$ 38,055.60
2150	PROOFREADING				
2151	PROOFREADING GEN. CLERK III	3.0	465	\$ 19.78	\$ 27,593.10
2152	PROOFREADING GEN. CLERK IV	12.0	465	\$ 27.28	\$ 152,222.40
2160	TEXT EDITOR GEN. CLERK III	2.0	465	\$ 19.78	\$ 18,395.40
2170	MICROFILM CONV. TECH III	3.0	465	\$ 18.06	\$ 25,193.70
2180	PUB/ISSUE WINDOW GEN. CLERK II	2.0	465	\$ 17.78	\$ 16,535.40
		80.5	11,625		\$ 854,921.10
	TOTAL BEFORE INCENTIVE				\$ 854,921.10
	INCENTIVE FEE				\$ 51,295.27
	TOTAL W/100% INCENTIVE				\$ 906,216.37

OPTION YEAR 2					
JANUARY 1, 2000 through SEPTEMBER 30, 2000					
Item Number		Estimated FTE	Hours per FTE	Labor Rate/Hour	Total Amount
21XX	Positions and FTE for the Accomplishment of the CATS Requirement				
2100	MANAGEMENT				
2101	PROJECT MANAGER	1.0	1,395	\$ 65.99	\$ 92,056.05
2102	OPERATIONS SUPERVISOR	3.0	1,395	\$ 35.83	\$ 149,948.55
2103	QUALITY SUPERVISOR	1.0	1,395	\$ 39.33	\$ 54,865.35
2104	QUALITY CONTROL SPECIALIST	1.0	1,395	\$ 27.28	\$ 38,055.60
2110	MAIL OPERATIONS		1,395		\$ -
2111	MAIL OPERATIONS GEN. CLERK I	1.0	1,395	\$ 15.28	\$ 21,315.60
2112	MAIL OPERATIONS GEN. CLERK II	4.0	1,395	\$ 17.78	\$ 99,212.40
2120	MAIL PROCESSING		1,395		\$ -
2121	MAIL GEN. CLERK III	6.0	1,395	\$ 19.78	\$ 165,558.60
2122	MAIL GEN. CLERK IV	7.0	1,395	\$ 27.28	\$ 266,389.20
2123	INTERNET GEN. CLERK II	1.0	1,395	\$ 17.78	\$ 24,803.10
2124	INTERNET GEN. CLERK III	1.0	1,395	\$ 19.78	\$ 27,593.10
2125	SPECIALS GEN. CLERK II	1.0	1,395	\$ 17.78	\$ 24,803.10
2126	SPECIALS GEN. CLERK III	1.0	1,395	\$ 19.78	\$ 27,593.10
2130	DATA CAPTURE		1,395		
2131	DOC PREP GEN. CLERK III	8.0	1,395	\$ 19.78	\$ 220,744.80
2132	SCANNING GEN. CLERK I	1.0	1,395	\$ 15.28	\$ 21,315.60
2133	SCANNING GEN. CLERK III	5.0	1,395	\$ 19.78	\$ 137,965.50
2134	DATA ENTRY GEN. CLERK III	1.5	1,395	\$ 19.78	\$ 41,389.65
2140	FEE PROCESSING		1,395		
2141	FEE PROCESSOR GEN. CLERK I	0.0	1,395	\$ 15.28	\$ -
2142	FEE PROCESSOR GEN. CLERK II	5.0	1,395	\$ 17.78	\$ 124,015.50
2143	FEE PROCESSOR GEN. CLERK III	3.0	1,395	\$ 19.78	\$ 82,779.30
2144	FEE PROCESSOR GEN. CLERK IV	3.0	1,395	\$ 27.28	\$ 114,166.80
2150	PROOFREADING		1,395		
2151	PROOFREADING GEN. CLERK III	0.0	1,395	\$ 19.78	\$ -
2152	PROOFREADING GEN. CLERK IV	11.0	1,395	\$ 27.28	\$ 418,611.60
2160	TEXT EDITOR GEN. CLERK III	0.0	1,395	\$ 19.78	\$ -
2170	MICROFILM CONV. TECH III	3.0	1,395	\$ 18.06	\$ 75,581.10
2180	PUB/ISSUE WINDOW GEN. CLERK II	2.0	1,395	\$ 17.78	\$ 49,606.20
		70.5	41,850		\$ 2,278,369.80
	TOTAL BEFORE INCENTIVE				\$ 2,278,369.80
	INCENTIVE FEE				\$ 136,702.19
	TOTAL W/100% INCENTIVE				\$ 2,415,071.99

OPTION YEAR 2					
OCTOBER 1, 1999 through SEPTEMBER 30, 2000					
ITEM #	DESCRIPTION		UNIT	UNIT COSTS	TOTAL
	MICROFILM				
2191	MICROFILM APPLICATIONS		624	\$ 143.00	\$ 89,232.00
2192	MICROFILM CERTIFICATIONS		242	\$ 284.62	\$ 68,878.04
2193	LIBRARY DUPLICATES		285	\$ 54.12	\$ 15,423.00
	TOTAL BEFORE INCENTIVE				\$ 173,533.04
	INCENTIVE FEE				\$ 10,411.98
	TOTAL W/100% INCENTIVE				\$ 183,945.02
	TOTAL COSTS FOR OPTION YEAR 2				
	10/1/99-12/31/99				\$ 854,921.10
	1/1/00-9/30/00				\$ 2,278,369.80
	TOTAL LABOR				\$ 3,133,290.90
	MICROFILM COSTS				\$ 173,533.04
	TOTAL BEFORE INCENTIVE				\$ 3,306,823.94
	INCENTIVE POOL				\$ 198,409.44
	OVERTIME POOL				\$ 200,000.00
	OVERTIME RATES ARE 1.5 TIMES REGULAR RATES				
	TOTAL COSTS FOR OPTION YEAR 2				\$ 3,705,233.38

OPTION YEAR 3					
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FTE	Labor Rate/Hour	Total Amount
31XX	Positions and FTE for the Accomplishment of the CATS Requirement				
3100	MANAGEMENT				
3101	PROJECT MANAGER	1.0	1,860	\$ 65.99	\$ 122,741.40
3102	OPERATIONS SUPERVISOR	3.0	1,860	\$ 35.83	\$ 199,931.40
3103	QUALITY SUPERVISOR	1.0	1,860	\$ 39.33	\$ 73,153.80
3104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 27.28	\$ 50,740.80
3110	MAIL OPERATIONS		1,860		\$ -
3111	MAIL OPERATIONS GEN. CLERK I	1.0	1,860	\$ 15.28	\$ 28,420.80
3112	MAIL OPERATIONS GEN. CLERK II	4.0	1,860	\$ 17.78	\$ 132,283.20
3120	MAIL PROCESSING		1,860		\$ -
3121	MAIL GEN. CLERK III	6.0	1,860	\$ 19.78	\$ 220,744.80
3122	MAIL GEN. CLERK IV	7.0	1,860	\$ 27.28	\$ 355,185.60
3123	INTERNET GEN. CLERK II	1.0	1,860	\$ 17.78	\$ 33,070.80
3124	INTERNET GEN. CLERK III	1.0	1,860	\$ 19.78	\$ 36,790.80
3125	SPECIALS GEN. CLERK II	1.0	1,860	\$ 17.78	\$ 33,070.80
3126	SPECIALS GEN. CLERK III	1.0	1,860	\$ 19.78	\$ 36,790.80
3130	DATA CAPTURE		1,860		
3131	DOC PREP GEN. CLERK III	8.0	1,860	\$ 19.78	\$ 294,326.40
3132	SCANNING GEN. CLERK I	1.0	1,860	\$ 15.28	\$ 28,420.80
3133	SCANNING GEN. CLERK III	5.0	1,860	\$ 19.78	\$ 183,954.00
3134	DATA ENTRY GEN. CLERK III	1.5	1,860	\$ 19.78	\$ 55,186.20
3140	FEE PROCESSING		1,860		
3141	FEE PROCESSOR GEN. CLERK I	0.0	1,860	\$ 15.28	\$ -
3142	FEE PROCESSOR GEN. CLERK II	5.0	1,860	\$ 17.78	\$ 165,354.00
3143	FEE PROCESSOR GEN. CLERK III	3.0	1,860	\$ 19.78	\$ 110,372.40
3144	FEE PROCESSOR GEN. CLERK IV	3.0	1,860	\$ 27.28	\$ 152,222.40
3150	PROOFREADING		1,860		
3151	PROOFREADING GEN. CLERK III	0.0	1,860	\$ 19.78	\$ -
3152	PROOFREADING GEN. CLERK IV	11.0	1,860	\$ 27.28	\$ 558,148.80
3160	TEXT EDITOR GEN. CLERK III	0.0	1,860	\$ 19.78	\$ -
3170	MICROFILM CONV. TECH III	3.0	1,860	\$ 18.06	\$ 100,774.80
3180	PUB/ISSUE WINDOW GEN. CLERK II	2.0	1,860	\$ 17.78	\$ 66,141.60
		70.5	55,800		\$ 3,037,826.40
3191	MICROFILM APPLICATIONS		675	\$ 148.00	\$ 99,900.00
3192	MICROFILM CERTIFICATIONS		275	\$ 294.58	\$ 81,009.50
3193	LIBRARY DUPLICATES		250	\$ 55.91	\$ 13,977.50
	TOTAL MICROFILM				\$ 194,887.00
	TOTAL BEFORE INCENTIVE				\$ 3,232,713.40
	INCENTIVE FEE				\$ 193,962.80
	OVERTIME POOL				\$ 200,000.00
	OVERTIME RATES ARE 1.5 TIMES REGULAR RATES				
	TOTAL COSTS FOR OPTION YEAR 3				\$ 3,626,676.20

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FTE	Labor Rate/Hour	Total Amount
41XX	Positions and FTE for the Accomplishment of the CATS Requirement				
4100	MANAGEMENT				
4101	PROJECT MANAGER	1.0	1,860	\$ 65.99	\$ 122,741.40
4102	OPERATIONS SUPERVISOR	3.0	1,860	\$ 35.83	\$ 199,931.40
4103	QUALITY SUPERVISOR	1.0	1,860	\$ 39.33	\$ 73,153.80
4104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 27.28	\$ 50,740.80
4110	MAIL OPERATIONS		1,860		\$ -
4111	MAIL OPERATIONS GEN. CLERK I	1.0	1,860	\$ 15.28	\$ 28,420.80
4112	MAIL OPERATIONS GEN. CLERK II	4.0	1,860	\$ 17.78	\$ 132,283.20
4120	MAIL PROCESSING		1,860		\$ -
4121	MAIL GEN. CLERK III	6.0	1,860	\$ 19.78	\$ 220,744.80
4122	MAIL GEN. CLERK IV	7.0	1,860	\$ 27.28	\$ 355,185.60
4123	INTERNET GEN. CLERK II	1.0	1,860	\$ 17.78	\$ 33,070.80
4124	INTERNET GEN. CLERK III	1.0	1,860	\$ 19.78	\$ 36,790.80
4125	SPECIALS GEN. CLERK II	1.0	1,860	\$ 17.78	\$ 33,070.80
4126	SPECIALS GEN. CLERK III	1.0	1,860	\$ 19.78	\$ 36,790.80
4130	DATA CAPTURE		1,860		
4131	DOC PREP GEN. CLERK III	8.0	1,860	\$ 19.78	\$ 294,326.40
4132	SCANNING GEN. CLERK I	1.0	1,860	\$ 15.28	\$ 28,420.80
4133	SCANNING GEN. CLERK III	5.0	1,860	\$ 19.78	\$ 183,954.00
4134	DATA ENTRY GEN. CLERK III	1.5	1,860	\$ 19.78	\$ 55,186.20
4140	FEE PROCESSING		1,860		
4141	FEE PROCESSOR GEN. CLERK I	0.0	1,860	\$ 15.28	\$ -
4142	FEE PROCESSOR GEN. CLERK II	5.0	1,860	\$ 17.78	\$ 165,354.00
4143	FEE PROCESSOR GEN. CLERK III	3.0	1,860	\$ 19.78	\$ 110,372.40
4144	FEE PROCESSOR GEN. CLERK IV	3.0	1,860	\$ 27.28	\$ 152,222.40
4150	PROOFREADING		1,860		
4151	PROOFREADING GEN. CLERK III	0.0	1,860	\$ 19.78	\$ -
4152	PROOFREADING GEN. CLERK IV	11.0	1,860	\$ 27.28	\$ 558,148.80
4160	TEXT EDITOR GEN. CLERK III	0.0	1,860	\$ 19.78	\$ -
4170	MICROFILM CONV. TECH III	3.0	1,860	\$ 18.06	\$ 100,774.80
4180	PUB/ISSUE WINDOW GEN. CLERK II	2.0	1,860	\$ 17.78	\$ 66,141.60
		70.5	55,800		\$ 3,037,826.40
4191	MICROFILM APPLICATIONS		700	\$ 153.00	\$ 107,100.00
4192	MICROFILM CERTIFICATIONS		300	\$ 304.89	\$ 91,467.00
4193	LIBRARY DUPLICATES		250	\$ 57.87	\$ 14,467.50
	TOTAL MICROFILM				\$ 213,034.50
	TOTAL BEFORE INCENTIVE				\$ 3,250,860.90
	INCENTIVE FEE				\$ 195,051.65
	OVERTIME POOL				\$ 200,000.00
	OVERTIME RATES ARE 1.5 TIMES REGULAR RATES				
	TOTAL COSTS FOR OPTION YEAR 4				\$ 3,645,912.55

G.4 CONTRACT ADMINISTRATION OFFICE

(a) This contract will be administered by:

U.S. Patent and Trademark
Office of Procurement
2011 Crystal Drive, CPK-1, Suite 810
Arlington, VA 22202

(b) Written communications to the Contracting Officer shall make reference to the solicitation/contract number and shall be mailed to the above address.

G.5 SUBMISSION OF INVOICES

One (1) original and two (2) copies of each invoice shall be submitted on a monthly basis to the following:

U.S. Patent and Trademark Office
Office of Finance - Box 17
Crystal Park 1, Room 802B
Washington, D.C. 20231

The Contractor shall submit a proper invoice for payment in the manner and format described herein. The following data must be included in an invoice for it to constitute a proper invoice:

- a. Name of the Contractor and invoice date;
- b. Contract number, or other authorization for delivery of property or services;
- c. Description, price and quantity of property and services actually delivered or rendered;
- d. Shipping and payment terms;
- e. Name and signature of certifying official, title, phone number and complete mailing address of official to whom payment is to be sent;
- f. Other substantiating documentation or information as required by the COTR.
- g. Period of Performance covered by the invoice.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 4

2. AMENDMENT/MODIFICATION NO. 0008		3. EFFECTIVE DATE 06/21/2000	4. REQUISITION/PURCHASE REQ. NO. 134P9703879/0006	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 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) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102			9A. AMENDMENT OF SOLICITATION NO.	
			9B. DATED (SEE ITEM 11)	
			(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028
CODE *			(X)	10B. DATED (SEE ITEM 13) 09/08/1997
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.

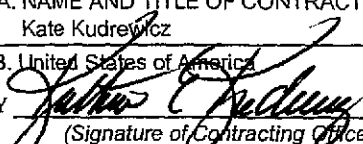
12. ACCOUNTING AND APPROPRIATION DATA (If required)

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 checked="" 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 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.)
 Administrative modification to change the COTR under the contract. See attachment to this document for details.

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 06/21/2000

Line Item Summary	Document Number 50PAI 0028/0008	Title Contract - TM Services Co. t	Page 2 of 4
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No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Line Item Summary	Document Number	Title	Page 3 of 4
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Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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\$0.00

Previous Total: \$10,573,115.94
Modification Total: \$0.00
Grand Total: \$10,573,115.94
 (Includes Discounts)

See attached for modification details.

The purpose of this administrative modification to contract no. 50-PAPT-7-00028 is to provide for a change in the Contracting Officer's Technical Representative. Accordingly, the subject contract is hereby modified as follows:

1. To Section G, "Contract Administration Data", specifically clause G.3. entitled "Contracting Officer's Technical Representative (COTR)" incorporate new COTR, as Ms. Marian Bruffy. For the remainder of this contract or until such time as this clause is modified, Ms. Bruffy will replace Mr. Alvin Fentress as the COTR. For convenience, remove page 28 of the subject contract and replace it with new page 28 as provided.
2. The total value of this contract does not change as a result of this modification.

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

G.2 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

G.3 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

(a) Ms. Marian Bruffy, is hereby designated as the Contracting Officer's Technical Representative. The COTR may be changed at any time by the Government without prior notice to the Contractor but notification of the change, including the name and address of the successor COTR, will be promptly provided to the Contractor by the Contracting Officer in writing. The COTR is located at the U.S. Department of Commerce, U.S. Patent and Trademark Office, Office of Trademark, 2900 Crystal Drive, South Tower, 10th Floor, Arlington, VA 22202. The telephone number is Area Code (703) 308-8900 ext. 144.

(b) The responsibilities and limitations of the COTR are as follows:

(1) The Contracting Officer's Technical Representative is responsible for the technical aspects of the project and technical liaison with the Contractor. The COTR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.

(2) The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the Contract price, terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the expressed prior authorization of the Contracting Officer. The COTR may designate assistant COTR(s) to act for him by naming such assistant in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 4

2. AMENDMENT/MODIFICATION NO. 0009	3. EFFECTIVE DATE 09/25/2000	4. REQUISITION/PURCHASE REQ. NO. See Funding Detail	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 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) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028
	(X) 10B. DATED (SEE ITEM 13) 09/08/1997
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)
2000 - - A - 134100 - - 2529 - - 330150 - 134100 - - - - -

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 checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 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.)
This contract modification provides for an equitable adjustment to the contractor. 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.

15A. NAME AND TITLE OF SIGNER (Type or print) PATRICK TRUER, SR VP	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrewicz
15B. CONTRACTOR/OFFEROR 	15C. DATE SIGNED 9/25/2000
(Signature of person authorized to sign)	16B. United States of America BY (Signature of Contracting Officer)
	16C. DATE SIGNED 09/25/2000

Line Item Summary	Document Number 50PAPT70 2/0009	Title TM Services Contract MO09	Page 2 of 4
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FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No. Sub	Reporting Category
Division		Closed FYs		Cancelled Fund						

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Line Item Summary	Document Number	Title	Page 3 of 4
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Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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\$0.00

Change in contract level funding:

Reference Requisition : 134P9703879/0007

2000 - - A - 134100 - - 2529 - - 330150 - 134100 - - - - -

\$283,068.10

Previous Total:	\$10,573,115.94
Modification Total:	\$283,068.10
Grand Total:	\$10,856,184.04
(Includes Discounts)	

See attached for modification details.

The purpose of this administrative modification to contract no. 50-PAPT-7-00028 is to provide for an equitable adjustment to the contractor as a result in a change in the volume of work. Accordingly, the subject contract is hereby modified as follows:

1. Remove Section C, "Description/Specifications/Statement of Work", in its entirety and replace it with new pages 17 through 23 provided. This modification incorporates enhancements to the statement of work precipitated by changes in workflow requirements and increases in volume of work, beyond the control of the Government, realized in FY2000.
2. Contractors Statement of Release. In consideration for this modification agreed to herein as complete equitable adjustment for the Contractor's letters dated December 7, 1999, June 30, 2000, September 5, 2000 and September 11, 2000, hereinafter referred to as "proposals for adjustment," the Contractor hereby releases the Government from any liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the "proposals for adjustment."
3. The total obligations under the contract change as a result of this modification from \$10,702,468.33 by \$283,068.10, the total amount of the negotiated settlement, to a new total of \$10,985,536.43.

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

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

C.1. STATEMENT OF WORK/SPECIFICATIONS

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise provided or specified) to perform the following Statement of Work/Specifications.

C.2 BACKGROUND

C.2.1 PROJECT OBJECTIVE

The Project Objective is to deliver a contractor capable of providing high quality solutions to perform the tasks associated with processing Trademark applications. Operational areas include, traditional mailroom operations, mail processing (initial application and other document processing), processing Trademark fees for applications and other application actions, electronic data capture including key entry and optical scanning and Optical Character Recognition (OCR), proofreading of various files and documents, and microfilming trademark applications and other documents. Optional and future requirements may include, file maintenance, optical scanning of back files and other trademark papers, quality control of optically scanned materials. The optional and future requirements may or may not be exercised during the term of this contract.

C.2.2 SPECIAL OPPORTUNITY

The offerors have a unique opportunity under this Project Agreement. In a recent Presidential Executive Memorandum to the Heads of Executive Agencies to promote the Federal hiring of welfare recipients, the President stated that he has also urged businesses across the Nation to offer jobs to welfare recipients. In furtherance of this goal, PTO highly encourages offerors on this Project Agreement to propose the hiring of welfare recipients in meeting requirements of the Project Objective. Accordingly, an offerors' intent and proposal to hire welfare recipients to fulfill contract requirements will be a key discriminator during evaluation.

C.2.3 WORKLOAD GROWTH

The following is a brief description of tasks, responsibilities and deliverables desired by the PTO. Workflow volumes given in each of the performance areas are annual volumes for FY 00 and are anticipated to increase 10% annually. These workflow volumes may vary from weekly averages resulting in management and staffing implications.

C.3. QUALITY CONTROL

The Office of Trademarks has as a part of its mission the responsibility of achieving and maintaining a high level of quality and customer satisfaction. The contractor is a partner with the Government and works with the Government to achieve error-free deliverables. A comprehensive Quality program has been established and is composed of a Quality Control (QC) Plan, a Quality Assurance Plan and Scoring Plan. These plans are briefly described below.

C.3.1. QUALITY CONTROL PLAN

The Quality Control (QC) Plan:

- Establishes quality standards for both timeliness and accuracy;
- Tracks contractor performance against those standards;
- Describes a program of routine inspections of the various operational areas to be carried out by the contractor;
- Inspection results are reported to both Government and contractor management for the purpose of monitoring performance and process effectiveness; and
- Quarterly inspection summary is the input to the Scoring plan for the determination of contractor incentive fees.

C.3.2. QUALITY ASSURANCE PLAN

The Quality Assurance (QA) Plan:

- Is a separate and distinct initiative from the QC plan;
- Provides for an additional series of inspections as outlined in the QC plan;
- Provides an independent validation of the contractor's QC inspections;
- Provides for investigation of complaints and ad hoc unscheduled inspections;
- Monitors and evaluates the contractor's performance by identifying tasks, items or criteria to be monitored, determining the measurement techniques to use, and providing for the collection, validation and evaluation of the data concerning the contractor's performance; and
- Addresses procedures for monitoring the contractor's technical performance and quality.

C.3.3. SCORING PLAN

The scoring plan:

- Is the basis for calculating the incentive fee that is payable to the contractor quarterly;
- Combines separate scores for accuracy and timeliness are combined into a composite for incentive calculation; and
- Primary input is the QC plan average performance level for accuracy and timeliness for each performance area at the end of each quarter.

C.4. SUPPORT SERVICES

The support services to be provided by the contractor consists of tasks that begin with the receipt and initial processing of Trademark applications through to publication of trademarks for opposition in the Trademark Official Gazette (TMOG). The TMOG is a weekly publication, compiled by the Office of Trademarks and printed for distribution by the Government Printing Office. These services include, but are not limited to:

- Mail room operations;
- Mail processing;
- Document preparation;
- Data capture, including both keying and electronic imaging;
- Fee processing;
- Proofreading;
- Microfilming of trademark applications and registration certificates;
- Optional requirements for various other support services; and
- Other tasks associated with the publication of certificates of registration, and post registration activities associated with the maintenance of registered trademarks may be included.

C.4.1. MAILROOM

The operation of the Trademark mailroom covers:

- Traditional mailroom operations;
- Initial processing of incoming mail; and
- Initial processing of trademark applications received via the Internet.

C.4.1.1. MAIL OPERATIONS

Trademark mailroom operations encompasses traditional mailroom functions. These functions include, but are not limited to:

- Receiving Trademark inter-office mail;
- Receiving mail from the U. S. Postal Service and other commercial carriers;
- Placing incoming mail in bundles of manageable work units;
- Sorting mail for in-house delivery;
- Researching improperly addressed mail for proper routing;
- Delivery of mail to various Trademark offices;
- Inserting outgoing mail into appropriate envelopes;
- Metering all outgoing mail; and
- Dispatch of mail to the U. S. Postal Service and other commercial carriers.

Volume Estimate: Incoming: 795,756 pieces Outgoing: 1,567,072 pieces

C.4.1.2. MAIL PROCESSING

Mail processing is the identification and initial processing of the contents of envelopes and packages received in the Trademark mailroom. This processing consists of, but is not limited to:

- Determination of correspondence type;
- Identification of fee payments;
- Determining the 'mail date' to be assigned to each piece of correspondence and/or application;
- Set-up of Trademark applications and payments for further processing;
- Set-up of petitions, extensions, etc., and associated payments for further processing;
- Identification of applicant responses and other correspondence not requiring payments;
- Encoding of all non-application mail for internal delivery; and
- Processing (set-up) of Trademark applications received via the Internet.

Volume Estimate: Mail: 609,700 pieces Internet: 45,000 applications

C.4.2. 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 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 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 inquires;
- Handling cash and equivalent monetary instruments;
- Identification of data from source documents;
- Entry of financial data into automated systems; and
- Daily reconciliation of financial data in preparation of supporting financial documentation.

Trademark application files are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing in serial number order. Fee transactions associated with various actions (petitions, extensions, etc.) that take place after a Trademark application has been filed are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing based on the earliest date received. Full-time staffing of a customer service window that supports various financial and administrative tasks for both internal and external customers is also required.

Volume Estimate: Application Fees: 252,928 Non-Application Fees: 215,332

C.4.3. DATA CAPTURE

Data capture task provides for the capture of data from new Trademark applications into the Trade-Ups electronic database by either direct key entry or by means of optical scanning and Optical Character Recognition (OCR). Trademark application files are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing in serial number order. Trademark applications that will be scanned must first pass through the Document Preparation step.

C.4.3.1. KEY ENTRY

Key entry of data from new Trademark applications is performed using Trade-Ups, an on-site automated system provided by the Government. Key entry tasks include but are not limited to:

- Identification of application data elements; and
- Key entry of data elements into specific fields using Trade-Ups.

Data quality is critical to the examination and registration processes and is a critical customer service issue. Data must be accurately entered, spaced, punctuated, formatted and placed in the correct data element fields.

Volume Estimate: 6,344 applications

Trademark data entry standards are provided in the Trademark Data Entry Manual. These standards were extracted from the Patent and Trademark Office version of the Government Printing Office Style Manual, the Trademark Data Element Dictionary, the Trademark Weekly Text File Format, Trademark Manual of Examining Procedure (TMEP) and U. S. Postal Publication 28.

C.4.3.2. DOCUMENT PREPARATION

Trademark applications that are going to be scanned for the electronic capture of application data must be prepared (processed) in order to facilitate the scanning operation. Document Preparation includes but is not limited to:

- Assignment of the application serial number;
- Inclusion of the fee payment sheet;
- Identification of the application components;
- Identification of the MARK when no separate drawing page is submitted (embedded MARK);
- Ensuring the correct arrangement / sequence of the application components;
- Identification and processing of any oversized specimens submitted with an application; and
- Making required photocopies of specimens.

Volume Estimate: 256,806 applications

C.4.3.3. SCANNING

The optical scanning of Trademark applications captures the application data into the Trade-Ups database using optical document scanning and Optical Character Recognition (OCR) technologies. Scanning operations includes but is not limited to:

- 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;
- Printing of unclassified drawings; and

Volume Estimate: 294,256 applications

One or more senior members of the scanning operation 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 system interactions.

C.4.4 PROOFREADING

C.4.4.1 PROOFREADING OF FILES APPROVED FOR PUBLICATON

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. Proofreading nicludes but is not limited to:

- Checking a "full-file printout" against papers contained in the application file;
- Ensure spelling, spacing, punctuation, and formatting are correct;
- Ensure data is not missing or entered into incorrect fields or records;
- Text editing the appropriate fields, using Trade-Ups, to bring the electronic database data into compliance with the application file;
- Forward substantive discrepancies between data in the application file and data shown on the full-file printout and in the TRAM database to a Government monitor for resolution.

Proofreading instructions are contained in the Data Entry Manual. Files received for proofreading are processed on a first-in, first-out (FIFO) basis, ensuring the integrity of processing based on the earliest date received. Data quality is critical to the registration process and is a critical customer service issue.

Volume Estimate: 247,052 applications

C.4.4.2 FINAL INSPECTION AND STYLISTIC REVIEW OF CAMERA READY COPY

The TMOG is published weekly and consists of approximately 600 pages per issue.

- Camera ready copy received from GPO shall be reviewed to ensure appropriate page layouts and to correct errors that may be identified by "sight proofing" without reference to original materials; and
- This review will be done using the GPO Style Manual and published PTO guidance.

Volume Estimate: 31,200 pages

C.4.4.3 CERTIFICATES OF REGISTRATION

Certificates of Registration are inspected to ensure clarity, resolution and completeness prior to issuance to registrants. Current volume is approximately 2,000 proofs per week.

Volume Estimate: 100,000 certificates

C.4.4 CUSTOMER SERVICE WINDOW – PUBLICATION & ISSUE FILE ROOM

The customer service window in the publication and issue (P&I) file room is the point of contact for internal and external customers that wish to review or withdraw a Trademark application that has been approved for publication. Support of the P&I file room includes, but is not limited to:

- Retrieval (pulling) of files and replacing files for individual internal and external customers; and
- Retrieval (pulling) of large numbers of files for the photocomposition coordinators of the Office of Trademark Quality Control.

Volume Estimate: 30,056 files

C.4.5 ARCHIVAL-QUALITY MICROFILM

There is a requirement for archival-quality microfilm to be made of Trademark applications and certificates of registration.

C.4.5.1. TRADEMARK APPLICATIONS

- Each Trademark application is microfilmed, as the final processing step prior to forwarding the application to the law offices for examination.
- Microfilming of Trademark applications will be done on Government furnished equipment (GFE) using contractor-supplied silver halide archival-quality film.
- Filming of the application must be done on-site and is subject to production requirements.
- Trademark application files are microfilmed on a first-in first-out (FIFO) basis, ensuring the integrity of processing in serial number order.
- The contractor is responsible for developing film and inspecting for compliance with industry standards for density, resolution, quality control and damage caused by improper handling.

Volume Estimate: 274,174 applications

C.4.8.2. REGISTRATION CERTIFICATES

- Trademark registration certificates are microfilmed off-site using contractor-supplied silver halide archival-quality film and microfilm cameras.
- Registration certificates are microfilmed on a first-in first-out (FIFO) basis, ensuring the integrity of processing in registration number order.
- The contractor is responsible for developing film and inspecting for compliance with industry standards for density, resolution, quality control and damage caused by improper handling.

Volume Estimate: 100,000 certificates

C.5. OPTIONAL REQUIREMENTS

C.5.1. SCANNING DOCUMENTS OTHER THAN APPLICATIONS

- In the future, all incoming papers other than trademark applications may be converted to electronic form using scanning (imaging) and optical character recognition (OCR) technology.
- Personnel will perform this data conversion, verify the quality of imaged documents after scanning and prior to uploading for archival storage and OCR capture, correct any problems via rescanning (imaged documents) or correction by key entry (OCR).
- Paper copies not "readable" for OCR conversion (handwritten) may be key entered into the electronic system.
- The conversion to scanning will be implemented in modules, coinciding with the development and use of imaging/scanning technologies, OCR technologies and electronic file management capabilities.

C.5.2. FILE MAINTENANCE

Optional file maintenance support responsibilities may include, but are not limited to:

- Matching and inserting of papers into files;
- Using TRAM to assign and track files; and
- Maintaining inventories and application file security.

C.6. FUTURE REQUIREMENTS

Current Trademark processes and support systems are being re-engineered to support higher quality and substantially improved customer service. Therefore, it will be incumbent upon the contractor to demonstrate the ability to be flexible enough to quickly adjust processes, personnel skill levels, and management to adapt to process changes being implemented in Trademarks both now and in the future.

SECTION D – PACKAGING AND MARKING

THERE ARE NO CLAUSES INCLUDED IN THIS SECTION

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 4

2. AMENDMENT/MODIFICATION NO. 0010	3. EFFECTIVE DATE 09/26/2000	4. REQUISITION/PURCHASE REQ. NO. See Funding Detail	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 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) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028
	(X) 10B. DATED (SEE ITEM 13) 09/08/1997
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)
2000 - - A - 134100 - - 2529 - - 330150 - 134100 - - - - -

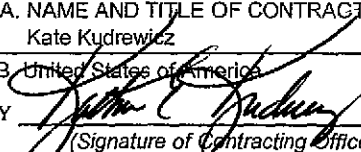
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

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) Option Clause H.3 of the contract.

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.)
Modification MO10 is executed to exercise Option Period 3 extending the period of performance and providing full funding for that period. See attached for modification 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.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrewicz
15B. CONTRACTOR/OFFEROR	16B. United States of America
(Signature of person authorized to sign)	BY  (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 09/26/2000

Line Item Summary	Document Number 50PAPT7 8/0010	Title TM Services Contract MO10	Page 2 of 4
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FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category
Division		Closed FYs		Cancelled Fund							

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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\$0.00

Change in contract level funding:

Reference Requisition : 134P0000172
 2000 - - A - 134100 - - 2529 - - 330150 - 134100 - - - - - \$4,211,671.95

Previous Total:	\$10,856,184.04
Modification Total:	\$4,211,671.95
Grand Total:	\$15,067,855.99
<small>(Includes Discounts)</small>	

See attached for modification details.

The purpose of this modification to contract no. 50-PAPT-7-00028 is to incorporate a revised statement of work, exercise option period three, incorporate Department of Labor Wage Determination No. 1994-2103, Rev. 21, and provide funding for option period three. Accordingly, the subject contract is hereby modified as follows:

1. The United States Patent and Trademark Office hereby exercises Option Period 3 of the above stated contract pursuant to H.3 Option to Extend the Term of the Contract – Fixed Price Contract, and extends the period of performance of the contract from October 1, 2000, through September 30, 2001. For your convenience Section B, page 11 reflecting Option Period 3 pricing is provided for incorporation into the contract. This new page and pricing incorporates Department of Labor Wage Determination No. 94-2103, Rev. 21.
2. Remove Section C, “Description/Specifications/Statement of Work”, pages 17 through 23 and replace with new pages 17 through 23 provided as an attachment to this modification. This modification incorporates enhancements to the statement of work precipitated by changes in workflow requirements and increases in volume of work.
3. Funding in the amount of \$4,211,671.95 is hereby added to the total obligations under this contract to fully fund option period three. The total amount obligated under this contract increases as a result of this modification from \$10,985,536.43 by \$4,211,671.95 to a new total of \$15,197,208.36.

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

OPTION YEAR 3

MOD MO10

OCTOBER 1, 2000 through SEPTEMBER 30, 2001

Item Number		Estimated FTE	Hours per FTE	Labor Rate/ Hour	Total Amount
31XX	Positions and FTE for the Accomplishment of the CATS Requirement				
3100	MANAGEMENT				
3101	PROJECT MANAGER	1.0	1,860	\$ 65.99	\$ 122,741.40
3102	OPERATIONS SUPERVISOR	3.0	1,860	\$ 35.83	\$ 199,931.40
3103	QUALITY SUPERVISOR	1.0	1,860	\$ 39.33	\$ 73,153.80
3104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 28.19	\$ 52,433.40
3110	MAIL OPERATIONS				
3111	MAIL OPERATIONS GEN. CLERK II	2.0	1,860	\$ 18.47	\$ 68,708.40
3112	MAIL OPERATIONS GEN. CLERK III	5.2	1,860	\$ 20.51	\$ 198,372.72
3113	MAIL OPERATIONS GEN. CLERK IV	0.3	1,860	\$ 28.19	\$ 15,730.02
3120	MAIL PROCESSING				
3121	MAIL GEN. CLERK II	3.6	1,860	\$ 18.47	\$ 123,675.12
3122	MAIL GEN. CLERK III	4.0	1,860	\$ 20.51	\$ 152,594.40
3123	MAIL GEN. CLERK IV	8.5	1,860	\$ 28.19	\$ 445,683.90
3130	DATA CAPTURE				
3131	DOC PREP GEN. CLERK III	11.7	1,860	\$ 20.51	\$ 446,338.62
3132	SCANNING GEN. CLERK I	4.4	1,860	\$ 15.90	\$ 130,125.60
3133	SCANNING GEN. CLERK II	1.0	1,860	\$ 18.47	\$ 34,354.20
3134	SCANNING GEN. CLERK III	1.0	1,860	\$ 20.51	\$ 38,148.60
3135	SCANNING GEN. CLERK IV	1.0	1,860	\$ 28.19	\$ 52,433.40
3136	KEY ENTRY GEN. CLERK III	0.4	1,860	\$ 20.51	\$ 15,259.44
3140	FEE PROCESSING				
3141	FEE PROCESSOR GEN. CLERK II	2.0	1,860	\$ 18.47	\$ 68,708.40
3142	FEE PROCESSOR GEN. CLERK III	5.0	1,860	\$ 20.51	\$ 190,743.00
3143	FEE PROCESSOR GEN. CLERK IV	5.6	1,860	\$ 28.19	\$ 293,627.04
3144	REFUNDS GEN. CLERK IV	0.4	1,860	\$ 28.19	\$ 20,973.36
3145	CUST. WINDOW GEN. CLERK IV	0.6	1,860	\$ 28.19	\$ 31,460.04
3150	PROOFREADING				
3151	PROOFREADING GEN. CLERK II	2.2	1,860	\$ 18.47	\$ 75,579.24
3152	PROOFREADING GEN. CLERK III	3.0	1,860	\$ 20.51	\$ 114,445.80
3153	PROOFREADING GEN. CLERK IV	7.7	1,860	\$ 28.19	\$ 403,737.18
3170	MICROFILM CONV. TECH III	6.9	1,860	\$ 18.06	\$ 231,782.04
		82.5	46,500		\$ 3,600,740.52
3191	MICROFILM APPLICATIONS		675	\$ 148.00	\$ 99,900.00
3192	MICROFILM CERTIFICATIONS		275	\$ 294.58	\$ 81,009.50
3193	LIBRARY DUPLICATES		250	\$ 55.91	\$ 13,977.50
	TOTAL MICROFILM				\$ 194,887.00
	TOTAL BEFORE INCENTIVE				\$ 3,795,627.52
	INCENTIVE FEE POOL				\$ 216,044.43
	OVERTIME POOL				\$ 200,000.00
	OVERTIME RATES ARE 1.5 TIMES REGULAR RATES				
	TOTAL COSTS FOR OPTION YEAR 3				\$ 4,211,671.95

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**C.1. STATEMENT OF WORK/SPECIFICATIONS**

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise provided or specified) to perform the following Statement of Work/Specifications.

C.2. PROJECT OBJECTIVE

The Project Objective is to deliver a contractor capable of providing high quality solutions to perform the duties associated with Trademark database services including data entry, text editing and proofreading of source materials provided, Trademark mail room services, data entry services for trademark fees and other fee activities and archival-quality microfilm services. Optional requirements may include proofreading of materials prior to publication, file maintenance, optical scanning of back files and trademark papers, quality control of optically-scanned materials, and optical character recognition (OCR) data capture. The optional requirements as stated above may or may not be exercised during the term of any resulting contract. It is anticipated that a contract will be awarded not later than the end of the current fiscal year, September 30, 1997.

The offerors have a unique opportunity under this Project Agreement. In a recent Presidential Executive Memorandum to the Heads of Executive Agencies to promote the Federal hiring of welfare recipients, the President stated that he has also urged businesses across the Nation to offer jobs to welfare recipients. In furtherance of this goal, PTO highly encourages offerors on this Project Agreement to propose the hiring of welfare recipients in meeting requirements of the Project Objective. Accordingly, an offerors' intent and proposal to hire welfare recipients to fulfill contract requirements will be a key discriminator during evaluation.

The following is a brief description of contractual responsibilities and deliverables desired by the PTO. Offerors are encouraged to respond to all of the following with innovative and creative approaches for the accomplishment of the work, including the use of welfare recipients as part of the offeror's workforce. Offerors who fail to respond to all of the requirements listed below will not be considered for further evaluation.

C.3.1 QUALITY CONTROL

The Office of Trademarks has as a part of its mission the responsibility of achieving and maintaining a high level of quality and customer satisfaction. The successful offeror will become a partner with the Government and work with the Government to achieve error-free deliverables.

A comprehensive Quality Control (QC) plan will be required that establishes production-oriented quality goals and tracks performance against stated customer service goals and results. The purpose of the QC plan will be to initiate and stimulate action. Emphasis will focus on error prevention rather than removal or correction. Since no single quality measurement will suffice, creativity will be paramount. Each functional area as described in the Project Agreement must be addressed separately. The successful offeror and the Government will work together to choose quality indicators and ensure that all customer service standards and specifications are met.

Furthermore, offerors are encouraged to submit innovative proposals that award superior performance and deter unsatisfactory performance.

The Government is also interested in the formulation of an independently-administered Quality Assurance (QA) plan, as a separate and distinct initiative from the QC plan. The QA plan should focus on the quality of the service provided and not on the steps or procedures taken to provide the product or service. This would include pre-planned inspections, investigation of complaints and random unscheduled inspections of the services. This QA plan would monitor and evaluate the contractor's performance by identifying tasks, items or criteria to be monitored, determining the measurement techniques to use, and providing for the collection, validation and evaluation of the data concerning the contractor's performance. Overall, the QA plan would address the monitoring of the contract cost, schedule, technical performance and quality.

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 correspondence, through to proofing applications approved for publication in the Trademark Official Gazette (TMOG). These services include, but are not limited to, mail room operations, data capture, fee processing, proofreading, microfilming of trademark applications and registration certificates, and optional requirements for various other support services.

Because so many of the services provided rely upon government-furnished systems and equipment, the contractor has an obligation to notify the government immediately of any GFE and systems malfunctions. Workflow volumes given below are weekly averages and are anticipated to increase 26% in fiscal year 2002. These workflow volumes may fluctuate weekly resulting in management and staffing implications. Be advised, the Trademark Office anticipates mandated electronic filing will be in effect by the beginning of Fiscal Year 2002, expecting that 95% of all new applications will be submitted electronically. This will significantly impact projected workloads for Option Year 4. If this change in process occurs and workload volumes are significantly impacted downward, pursuant to the "Changes" clause of the contract the Government would seek a downward adjustment in contract price. 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) 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.;*
- *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 according to routing/sorting instructions provided by the Office;*
- *Forwarding all USPS-returned mail to the originating Trademark office with the envelope attached;*
- *Researching incoming mail improperly addressed 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;*
- *Processing outgoing mail requiring special handling, as needed.*

Volume Estimates:

- *Incoming mail: 1,477,100 (includes interoffice/in-house mail) per year*
- *Outgoing mail: 1,723,800 per year*

Cycle Time Requirements:

1. *Non-fee flatwork:* *All non-fee, flatwork mail received from the USPS (except Express Mail), from other parts of the USPTO, and other commercial carriers should be delivered to in-house destinations no later than two business days of the mail date. Express mail non-fee flatwork should be delivered within 2 business days of receipt in the office.*
2. *Interoffice mail:* *Interoffice mail received should be delivered to designated Trademark mail-stop destinations within one business day of pickup.*
3. *Outgoing mail:* *Outgoing mail should be stuffed in envelopes, metered, sealed and dispatched to the USPS no later than one business day of pickup by the mailroom personnel.*

Accuracy: 98% of all mail delivered accurately

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 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 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 inquiries;*
- *accepting fees 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.

Trademark application files are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing in serial number order. Fee transactions associated with various actions (petitions, extensions, etc.) that take place after a Trademark application has been filed are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing based on the earliest date received. Full-time staffing of a customer service window that supports various financial and administrative tasks for both internal and external customers is also required.

Volume Estimates:

- *Application Fees: 277,000 per year*
- *Non-Application Fees: 235,500 per year*
- *Refunds: 4,100 per year*
- *Window Customers: 12,000 per year*

Cycle Time Requirements: *5 days from receipt in the Office*

Accuracy: *100% of all new application fee processing correct; 97% of all other fee processing correct*

C.3.2.3 DATA CAPTURE

Data capture task provides for the capture of data from new Trademark applications into the various electronic database by either direct key entry or by means of optical scanning and Optical Character Recognition (OCR). Trademark application files are processed on a first-in, first-out (FIFO) basis.

C.3.2.3.1 KEY ENTRY

Key entry of data from new Trademark applications is performed using Trade-Ups, an on-site automated system provided by the Government. New applications, which may not OCR well, will be identified by the contractor and scanned for capture in the image database and specific fields key entered into Trade-ups. On occasion, the government may ask the contractor to key enter new applications. Data quality is critical to the examination and registration processes and is a critical customer service issue. Data that is key-entered must be accurately entered, spaced, punctuated, formatted and placed in the correct data element fields.

Trademark data entry standards are provided in the Trademark Data Entry Manual. These standards were extracted from the Patent and Trademark Office version of the Government Printing Office Style Manual, the Trademark Data Element Dictionary, the Trademark Weekly Text File Format, Trademark Manual of Examining Procedure (TMEP) and U. S. Postal Publication 28.

Volume Estimate: *5,200 per year*

C.3.2.3.2 NEW APPLICATION PROCESSING

Trademark applications received on paper must be prepared (processed) in order to ensure all pertinent information enters appropriate databases. All applications are scanned and then electronically directed to various databases.

This includes, but is not limited to:

- *assignment of the application serial number;*
- *initial file assembly (loose placement in file jackets, affixing labels);*
- *cursory review of applications to identify informals, fee for one class, mark, applicant name and address, and a list of goods and services;*
- *removal of any non-scannable objects, such as staples, paperclips, etc.;*
- *identification of the application components, especially of embedded drawings and specimens;*
- *ensuring the correct arrangement /sequence of the application components;*
- *identification and processing of any bulky (non-scannable) specimens submitted with an application, including digitally photographing 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;*
- *printing of unclassified drawings and daily delivery to the Public Search Library. ***

*** NOTE: This task is expected to end by the end of Calendar year 2000.*

One or more senior members of the scanning operation 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. This position will likely be taken over by the Government by the end of fiscal year 2001.

Volume Estimate:

- *279,072 new applications per year (includes a 2% margin of error for rework required due to system errors in scanning)*
- *1,300 bulky specimens per year*

Cycle Time Requirements: 7 days from receipt in the Office

Accuracy:

98% of all applications scanned with no skewed pages, blank pages, embedded drawings identified correctly, and all application pages indexed correctly.

C.3.2.4 PROOFREADING

The proofreading task is limited to the proofreading of Trademark applications that have been approved for publication.

C.3.2.4.1 PROOFREADING OF FILES APPROVED FOR PUBLICATON

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. A full-file printout 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. Such 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. Files received for proofreading are processed on a first-in/first-out (FIFO) basis, ensuring the integrity of processing based on the earliest date received. All files received for proofreading must have their locations updated in TRAM. All files leaving proofreading must have their "charged-to" locations updated in TRAM prior to leaving this area. This activity is expected to change by the end of calendar year 2000 when the contractor will no longer be tasked to correct the database. Volume estimates could approach a 50% increase since the Office expects that up to 50% of the files received by the contractor contain errors requiring database corrections. However, the tradeoff in effort between no text-editing and additional file review is expected to be equal.

Volume Estimate: 260,000 applications per year

Cycle Time Requirements: 5 days from receipt from the government

Accuracy: To be determined

C.3.3 ARCHIVAL-QUALITY MICROFILM

There is a requirement for archival-quality microfilm to be made of Trademark [applications] and certificates of registration. The requirement to microfilm applications is expected to be ended by the end of November 2000.

C.3.3.1 MICROFILM TRADEMARK APPLICATIONS

Each Trademark application is microfilmed as the final processing step prior to forwarding the application to the law offices for examination. Microfilming of Trademark applications will be done on Government furnished equipment (GFE) using contractor-supplied silver halide archival-quality film. Filming of the application must be done on-site and is subject to production requirements. Trademark application files are microfilmed on a first-in/first-out (FIFO) basis, ensuring the integrity of processing in serial number order. The contractor is responsible for developing film and inspecting for compliance with industry standards for density, resolution, quality control and damage caused by improper handling.

Volume Estimate: 60,000 per year

Cycle Time Requirements: 3 days from receipt from the government

Accuracy: to be determined

C.3.3.2 MICROFILM REGISTRATION CERTIFICATES

Each Trademark registration certificate must be microfilmed after registration and copies provided to internal and external customers. Duplicates must be created upon demand. The contractor shall provide all personnel, capabilities, materials, equipment, supplies, services,

and facilities (except as otherwise specified) to perform the conversion tasks detailed. See microfilm requirements detailed in modification MO01 to this contract.

C.3.3.3 OPTIONAL REQUIREMENTS

C.3.3.3.1 SCANNING DOCUMENTS OTHER THAN APPLICATIONS

In the future, all incoming papers other than trademark applications may be converted to electronic form using scanning (imaging) and possibly optical character recognition (OCR) technology. Personnel will perform this data conversion, verify the quality of imaged documents after scanning and prior to uploading for archival storage and OCR capture, correct any problems via rescanning (imaged documents) or correction by key entry. Paper copies not “readable” for OCR conversion (handwritten) may be key-entered into the electronic system.

Volume Estimate: To be determined at the time the optional requirement is exercised.

C.3.3.4 FUTURE REQUIREMENTS

Current Trademark processes and support systems are being re-engineered to support higher quality and substantially improved customer service. Therefore, it will be incumbent upon the contractor to demonstrate the ability to be flexible enough to quickly adjust processes, personnel skill levels, and management to adapt to process changes being implemented in Trademarks both now and in the future.

SECTION D-PACKAGING AND MARKING

THERE ARE NO CLAUSES IN THIS SECTION

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.: 21
Date of Last Revision: 06/09/2000

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
Pneumatic 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).

**** 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

CONTRACT ID CODE

Page
1 of 5

1. AMENDMENT/MODIFICATION NO. 0011	3. EFFECTIVE DATE 05/08/2001	4. REQUISITION/PURCHASE REQ. NO. See Funding Detail	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 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) Vistrionix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028
	(X) 10B. DATED (SEE ITEM 13) 09/08/1997

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)

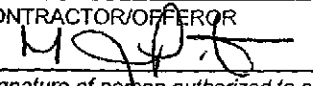
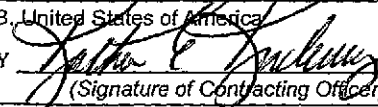
2000 - - A - 134100 - - 2529 - - 330150 - 134100 - - - - - \$-327,614.45

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 checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.249-2 of the contract and Mutual Agreement of the Parties
<input type="checkbox"/>	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.) see attached.

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.	
A. NAME AND TITLE OF SIGNER (Type or print) IJ Peters Director of Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kate Kudrevicz
3. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 5/11/01
	16B. United States of America BY  (Signature of Contracting Officer)
	16C. DATE SIGNED 5/18/01

Line Item SummaryDocument Number
50PAPT700 0011Title
TM Services Contract MO11Page
2 of 5

FYs Fund Budget Org Sub Object Class Sub Program Cost Org Sub Proj/Job No. →Sub Reporting Category

Division Closed FYs Cancelled Fund

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
------------------	-------------	---	----------	---------------	------------	------------

No Changed Line Item Fields

Previous Total: \$15,067,855.99
Modification Total: (\$327,614.45)
Grand Total: \$14,740,241.54

Procurement P.O.C. Kate Kudrewicz, (703) 305-8324. Program Office P.O.C. Marian Bruffy (703) 308-8910 *247.

**Contract Level
Funding Summary**

Document Number
50PAPT70 '0011

Title
TM Services Contract MO11

Page
3 of 5.

Funding Strip Code

2000 - - A - 134100 - - 2529 - - 330150 - 134100 - - - - -

Change in Funded Amount

(\$327,614.45)

Reference Requisition: 134P0000172

The purpose of this modification to contract no. 50-PAPT-7-00028 is to partially terminate the contract removing the Microfilming of Trademark Applications function and make several administrative updates to the statement of work. Accordingly, the subject contract is hereby modified as follows:

1. In accordance with the United States Patent and Trademark Office (USPTO) correspondence dated November 28, 2000, this modification provides for Partial Termination for the Convenience of the Government the "Microfilming of Trademark Applications" portion of the subject contract. The effective date of termination of the tasks associated with paragraph C.3.3.1, entitled "Microfilming of Trademark Applications", was January 15, 2001. The effect of this partial termination is to reduce and deobligate **\$209,583.12** from CLIN 3170, entitled "Microfilm Conversion Technical III" in Section B of the subject contract. By reducing the total labor by **\$209,583.12** the total incentive fee pool is also reduced by **\$12,574.99**. For convenience, new pages 11 and 12 of Section B, reflecting the changes in pricing for Option Years III and IV are provided as attachments to this modification for incorporation into the contract.

Further, the total value of CLINs 3191, entitled, "Microfilm Applications" is hereby reduced from \$99,900.00 by **\$53,428.00** to a new total of \$46,472.00 to account for the cost of supplies expended until the microfilming was ceased on January 15, 2001.

Further, the unit cost per set of microfilm in CLIN 3192, entitled, Microfilm Certificates, is reduced to reflect the decreased number of copies necessary to fulfill the Government's requirements. That action reduces the value of CLIN 3192 from \$81,009.50 by **\$38,050.84** to a new total of \$39,423.70.

Finally, deobligate and remove in its entirety CLIN 3193, entitled, "Library Duplicates", reducing the value of CLIN 3193 by **\$13,977.50**.

Therefore the total amount of deobligations resulting from this partial termination is **\$327,614.45**.

The Government is hereby released from any further cost associated with this partial termination. The Contractor unconditionally waives any charges against the Government arising under the terminated portion of the contract or by reason of its termination, including, without limitation, all obligations of the Government to make further payments or to carry out any further undertakings under the terminated portion of the contract. The Government acknowledges that the Contractor has no obligation to perform further work or services or to make further deliveries under the terminated

portion of the contract. Nothing in this paragraph affects any other covenants, terms, or conditions of the contract.

2. Remove Section C, entitled "DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK", in its entirety and replace it with the new Section C provided as an attachment to this modification. Paragraphs changed by this modification are C.3.2.1, C.3.2.3.2, C.3.2.4.1, C.3.3.1 and C.3.3.2. These changes update the statement of work to reflect current operations and remove references to microfilming applications.
3. The total amount of current obligations under this contract decreases as a result of this modification from \$15,067,855.99 by \$327,614.45 to a new total of \$14,740,241.54. This amount correctly states the total obligations under this contract, correcting an error in the total obligations as stated in the two previous contract modifications. The total value of option period three is reduced from \$4,211,671.95 by \$327,614.45 to a new total value of \$3,884,057.50.

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

OPTION YEAR 3					MOD MO11
OCTOBER 1, 2000 through SEPTEMBER 30, 2001					
Item Number		Estimated FTE	Hours per FTE	Labor Rate/ Hour	Total Amount
31XX	Positions and FTE for the Accomplishment of the CATS Requirement				
3100	MANAGEMENT				
3101	PROJECT MANAGER	1.0	1,860	\$ 65.99	\$ 122,741.40
3102	OPERATIONS SUPERVISOR	3.0	1,860	\$ 35.83	\$ 199,931.40
3103	QUALITY SUPERVISOR	1.0	1,860	\$ 39.33	\$ 73,153.80
3104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 28.19	\$ 52,433.40
3110	MAIL OPERATIONS				\$ -
3111	MAIL OPERATIONS GEN. CLERK II	2.0	1,860	\$ 18.47	\$ 68,708.40
3112	MAIL OPERATIONS GEN. CLERK III	5.2	1,860	\$ 20.51	\$ 198,372.72
3113	MAIL OPERATIONS GEN. CLERK IV	0.3	1,860	\$ 28.19	\$ 15,730.02
3120	MAIL PROCESSING				\$ -
3121	MAIL GEN. CLERK II	3.6	1,860	\$ 18.47	\$ 123,675.12
3122	MAIL GEN. CLERK III	4.0	1,860	\$ 20.51	\$ 152,594.40
3123	MAIL GEN. CLERK IV	8.5	1,860	\$ 28.19	\$ 445,683.90
3130	DATA CAPTURE				
3131	DOC PREP GEN. CLERK III	11.7	1,860	\$ 20.51	\$ 446,338.62
3132	SCANNING GEN. CLERK I	4.4	1,860	\$ 15.90	\$ 130,125.60
3133	SCANNING GEN. CLERK II	1.0	1,860	\$ 18.47	\$ 34,354.20
3134	SCANNING GEN. CLERK III	1.0	1,860	\$ 20.51	\$ 38,148.60
3135	SCANNING GEN. CLERK IV	1.0	1,860	\$ 28.19	\$ 52,433.40
3136	KEY ENTRY GEN. CLERK III	0.4	1,860	\$ 20.51	\$ 15,259.44
3140	FEE PROCESSING				
3141	FEE PROCESSOR GEN. CLERK II	2.0	1,860	\$ 18.47	\$ 68,708.40
3142	FEE PROCESSOR GEN. CLERK III	5.0	1,860	\$ 20.51	\$ 190,743.00
3143	FEE PROCESSOR GEN. CLERK IV	5.6	1,860	\$ 28.19	\$ 293,627.04
3144	REFUNDS GEN. CLERK IV	0.4	1,860	\$ 28.19	\$ 20,973.36
3145	CUST. WINDOW GEN. CLERK IV	0.6	1,860	\$ 28.19	\$ 31,460.04
3150	PROOFREADING				
3151	PROOFREADING GEN. CLERK II	2.2	1,860	\$ 18.47	\$ 75,579.24
3152	PROOFREADING GEN. CLERK III	3.0	1,860	\$ 20.51	\$ 114,445.80
3153	PROOFREADING GEN. CLERK IV	7.7	1,860	\$ 28.19	\$ 403,737.18
3170	MICROFILM CONV. TECH III	6.9	178	\$ 18.06	\$ 22,198.92
		82.5	44,818		\$ 3,391,157.40
3191	MICROFILM APPLICATIONS		314	\$ 148.00	\$ 46,472.00
3192	MICROFILM CERTIFICATIONS	10/00-3/01	12	\$ 294.58	\$ 3,534.96
3192	MICROFILM CERTIFICATIONS (per roll)	4/01-9/01	263	\$ 149.90	\$ 39,423.70
	TOTAL MICROFILM				\$ 89,430.66
	TOTAL BEFORE INCENTIVE				\$ 3,480,588.06
	INCENTIVE FEE POOL				\$ 203,469.44
	OVERTIME POOL (Rates are 1.5 times regular rates)				\$ 200,000.00
	TOTAL COSTS FOR OPTION YEAR 3				\$ 3,884,057.50

OPTION YEAR 4						MOD MO11
OCTOBER 1, 2001 through SEPTEMBER 30, 2002						
Item Number		Estimated FTE	Hours per FTE	Labor Rate/ Hour	Total Amount	
41XX	Positions and FTE for the Accomplishment of the CATS Requirement					
4100	MANAGEMENT					
4101	PROJECT MANAGER	1.0	1,860	\$ 65.99	\$ 122,741.40	
4102	OPERATIONS SUPERVISOR	3.0	1,860	\$ 35.83	\$ 199,931.40	
4103	QUALITY SUPERVISOR	1.0	1,860	\$ 39.33	\$ 73,153.80	
4104	QUALITY CONTROL SPECIALIST	1.0	1,860	\$ 28.19	\$ 52,433.40	
4110	MAIL OPERATIONS					
4111	MAIL OPERATIONS GEN. CLERK II	2.0	1,860	\$ 18.47	\$ 68,708.40	
4112	MAIL OPERATIONS GEN. CLERK III	5.2	1,860	\$ 20.51	\$ 198,372.72	
4113	MAIL OPERATIONS GEN. CLERK IV	0.3	1,860	\$ 28.19	\$ 15,730.02	
4120	MAIL PROCESSING					
4121	MAIL GEN. CLERK II	3.6	1,860	\$ 18.47	\$ 123,675.12	
4122	MAIL GEN. CLERK III	4.0	1,860	\$ 20.51	\$ 152,594.40	
4123	MAIL GEN. CLERK IV	8.5	1,860	\$ 28.19	\$ 445,683.90	
4130	DATA CAPTURE					
4131	DOC PREP GEN. CLERK III	11.7	1,860	\$ 20.51	\$ 446,338.62	
4132	SCANNING GEN. CLERK I	4.4	1,860	\$ 15.90	\$ 130,125.60	
4133	SCANNING GEN. CLERK II	1.0	1,860	\$ 18.47	\$ 34,354.20	
4134	SCANNING GEN. CLERK III	1.0	1,860	\$ 20.51	\$ 38,148.60	
4135	SCANNING GEN. CLERK IV	1.0	1,860	\$ 28.19	\$ 52,433.40	
4136	KEY ENTRY GEN. CLERK III	0.4	1,860	\$ 20.51	\$ 15,259.44	
4140	FEE PROCESSING					
4141	FEE PROCESSOR GEN. CLERK II	2.0	1,860	\$ 18.47	\$ 68,708.40	
4142	FEE PROCESSOR GEN. CLERK III	5.0	1,860	\$ 20.51	\$ 190,743.00	
4143	FEE PROCESSOR GEN. CLERK IV	5.6	1,860	\$ 28.19	\$ 293,627.04	
4144	REFUNDS GEN. CLERK IV	0.4	1,860	\$ 28.19	\$ 20,973.36	
4145	CUST. WINDOW GEN. CLERK IV	0.6	1,860	\$ 28.19	\$ 31,460.04	
4150	PROOFREADING					
4151	PROOFREADING GEN. CLERK II	2.2	1,860	\$ 18.47	\$ 75,579.24	
4152	PROOFREADING GEN. CLERK III	3.0	1,860	\$ 20.51	\$ 114,445.80	
4153	PROOFREADING GEN. CLERK IV	7.7	1,860	\$ 28.19	\$ 403,737.18	
		75.6	44,640		\$ 3,368,958.48	
4192	MICROFILM CERTIFICATIONS (per roll)		300	\$ 149.90	\$ 44,970.00	
	TOTAL MICROFILM				\$ 44,970.00	
	TOTAL BEFORE INCENTIVE				\$ 3,413,928.48	
	INCENTIVE FEE				\$ 202,137.51	
	OVERTIME POOL				\$ 200,000.00	
	OVERTIME RATES ARE 1.5 TIMES REGULAR RATES					
	TOTAL COSTS FOR OPTION YEAR 4				\$ 3,816,065.99	

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**C.1. STATEMENT OF WORK/SPECIFICATIONS**

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise provided or specified) to perform the following Statement of Work/Specifications.

C.2. PROJECT OBJECTIVE

The Project Objective is to deliver a contractor capable of providing high quality solutions to perform the duties associated with Trademark database services including data entry, text editing and proofreading of source materials provided, Trademark mail room services, data entry services for trademark fees and other fee activities and archival-quality microfilm services. Optional requirements may include proofreading of materials prior to publication, file maintenance, optical scanning of back files and trademark papers, quality control of optically-scanned materials, and optical character recognition (OCR) data capture. The optional requirements as stated above may or may not be exercised during the term of any resulting contract. It is anticipated that a contract will be awarded not later than the end of the current fiscal year, September 30, 1997.

The offerors have a unique opportunity under this Project Agreement. In a recent Presidential Executive Memorandum to the Heads of Executive Agencies to promote the Federal hiring of welfare recipients, the President stated that he has also urged businesses across the Nation to offer jobs to welfare recipients. In furtherance of this goal, PTO highly encourages offerors on this Project Agreement to propose the hiring of welfare recipients in meeting requirements of the Project Objective. Accordingly, an offerors' intent and proposal to hire welfare recipients to fulfill contract requirements will be a key discriminator during evaluation.

The following is a brief description of contractual responsibilities and deliverables desired by the PTO. Offerors are encouraged to respond to all of the following with innovative and creative approaches for the accomplishment of the work, including the use of welfare recipients as part of the offeror's workforce. Offerors who fail to respond to all of the requirements listed below will not be considered for further evaluation.

C.3.1 QUALITY CONTROL

The Office of Trademarks has as a part of its mission the responsibility of achieving and maintaining a high level of quality and customer satisfaction. The successful offeror will become a partner with the Government and work with the Government to achieve error-free deliverables.

A comprehensive Quality Control (QC) plan will be required that establishes production-oriented quality goals and tracks performance against stated customer service goals and results. The purpose of the QC plan will be to initiate and stimulate action. Emphasis will focus on error prevention rather than removal or correction. Since no single quality measurement will suffice, creativity will be paramount. Each functional area as described in the Project Agreement must be addressed separately. The successful offeror and the Government will work together to choose quality indicators and ensure that all customer service standards and specifications are met.

Furthermore, offerors are encouraged to submit innovative proposals that award superior performance and deter unsatisfactory performance.

The Government is also interested in the formulation of an independently-administered Quality Assurance (QA) plan, as a separate and distinct initiative from the QC plan. The QA plan should focus on the quality of the service provided and not on the steps or procedures taken to provide the product or service. This would include pre-planned inspections, investigation of complaints and random unscheduled inspections of the services. This QA plan would monitor and evaluate the contractor's performance by identifying tasks, items or criteria to be monitored, determining the measurement techniques to use, and providing for the collection, validation and evaluation of the data concerning the contractor's performance. Overall, the QA plan would address the monitoring of the contract cost, schedule, technical performance and quality.

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 correspondence, through to proofing applications approved for publication in the Trademark Official Gazette (TMOG). These services include, but are not limited to, mail room operations, data capture, fee processing, proofreading, microfilming of trademark applications and registration certificates, and optional requirements for various other support services.

Because so many of the services provided rely upon government-furnished systems and equipment, the contractor has an obligation to notify the government immediately of any GFE and systems malfunctions. Workflow volumes given below are weekly averages and are anticipated to increase 26% in fiscal year 2002. These workflow volumes may fluctuate weekly resulting in management and staffing implications. Be advised, the Trademark Office anticipates mandated electronic filing will be in effect by the beginning of Fiscal Year 2002, expecting that 95% of all new applications will be submitted electronically. This will significantly impact projected workloads for Option Year 4. If this change in process occurs and workload volumes are significantly impacted downward, pursuant to the "Changes" clause of the contract the Government would seek a downward adjustment in contract price. 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) 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.;
- 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 according to routing/sorting instructions provided by the Office;
- Forwarding all USPS-returned mail to the originating Trademark office with the envelope attached;
- Researching incoming mail improperly addressed 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;
- 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. The contractor shall report weekly on the count.*
- *The contractor shall provide a count of all batch-generated correspondence received from OCIO for mailing, once OCIO includes the count on the page following the blue transmittal sheet.*

Volume Estimates:

- Incoming mail: 1,477,100 (includes interoffice/in-house mail) per year
- Outgoing mail: 1,723,800 per year

Cycle Time Requirements:

1. Non-fee flatwork: All non-fee, flatwork mail received from the USPS (except Express Mail), from other parts of the USPTO, and other commercial carriers should be delivered to in-house destinations no later than two business days of the mail date. Express mail non-fee flatwork should be delivered within 2 business days of receipt in the office.
2. Interoffice mail: Interoffice mail received should be delivered to designated Trademark mail-stop destinations within one business day of pickup.
3. Outgoing mail: Outgoing mail should be stuffed in envelopes, metered, sealed and dispatched to the USPS no later than one business day of pickup by the mailroom personnel.

Accuracy: 98% of all mail delivered accurately

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 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 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 inquiries;

- accepting fees 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. Trademark application files are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing in serial number order. Fee transactions associated with various actions (petitions, extensions, etc.) that take place after a Trademark application has been filed are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing based on the earliest date received. Full-time staffing of a customer service window that supports various financial and administrative tasks for both internal and external customers is also required.

Volume Estimates:

- Application Fees: 277,000 per year
- Non-Application Fees: 235,500 per year
- Refunds: 4,100 per year
- Window Customers: 12,000 per year

Cycle Time Requirements: 5 days from receipt in the Office

Accuracy: 100% of all new application fee processing correct; 97% of all other fee processing correct

C.3.2.3 DATA CAPTURE

Data capture task provides for the capture of data from new Trademark applications into the various electronic database by either direct key entry or by means of optical scanning and Optical Character Recognition (OCR). Trademark application files are processed on a first-in, first-out (FIFO) basis.

C.3.2.3.1 KEY ENTRY

Key entry of data from new Trademark applications is performed using Trade-Ups, an on-site automated system provided by the Government. New applications, which may not OCR well, will be identified by the contractor and scanned for capture in the image database and specific fields key entered into Trade-ups. On occasion, the government may ask the contractor to key enter new applications. Data quality is critical to the examination and registration processes and is a critical customer service issue. Data that is key-entered must be accurately entered, spaced, punctuated, formatted and placed in the correct data element fields.

Trademark data entry standards are provided in the Trademark Data Entry Manual. These standards were extracted from the Patent and Trademark Office version of the Government Printing Office Style Manual, the Trademark Data Element Dictionary, the Trademark Weekly Text File Format, Trademark Manual of Examining Procedure (TMEP) and U. S. Postal Publication 28.

Volume Estimate: 5,200 per year

C.3.2.3.2 NEW APPLICATION PROCESSING

Trademark applications received on paper must be prepared (processed) in order to ensure all pertinent information enters appropriate databases. All applications are scanned and then electronically directed to various databases.

This includes, but is not limited to:

- assignment of the application serial number;
- initial file assembly (loose placement in file jackets, affixing labels);
- cursory review of applications to identify informals, fee for one class, mark, applicant name and address, and a list of goods and services;
- removal of any non-scannable objects, such as staples, paperclips, etc.;
- identification of the application components, especially of embedded drawings and specimens;
- ensuring the correct arrangement /sequence of the application components;
- identification and processing of any bulky (non-scannable) specimens submitted with an application, including digitally photographing 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;
- *Check 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. Began January 17, 2001. This is a daily activity.*
- *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. Began February 5, 2001*
- *Troubleshooting all missing images from files provided to the contractor from the government. Began January 17, 2001.*
- *Providing weekly data to COIR on number of scanned new applications electronically transferred through CROSSPRD. Began December 15, 2000.*
- *The contractor shall deliver scanned files to a STB location designated by the government. This will likely be a shelf near the Assembly section on the 3rd floor of the STB. This requirement should begin on the effective day of the modification. Volume estimate equals files scanned.*

One or more senior members of the scanning operation 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. This position will likely be taken over by the Government by the end of fiscal year 2001.

Volume Estimate:

- 279,072 new applications per year (includes a 2% margin of error for rework required due to system errors in scanning)
- 1,300 bulky specimens per year

Cycle Time Requirements: 7 days from receipt in the Office

Accuracy:

98% of all applications scanned with no skewed pages, blank pages, embedded drawings identified correctly, and all application pages indexed correctly.

C.3.2.4 PROOFREADING

The proofreading task is limited to the proofreading of Trademark applications that have been approved for publication.

C.3.2.4.1 PROOFREADING OF FILES APPROVED FOR PUBLICATON

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. A full-file printout, *including a review of the 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. Such 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*. Files received for proofreading are processed on a first-in/first-out (FIFO) basis, ensuring the integrity of processing based on the earliest date received. All files received for proofreading must have their locations updated in TRAM. All files leaving proofreading must have their "charged-to" locations updated in TRAM prior to leaving this area. This activity is expected to change by the end of calendar year 2000 when the contractor will no longer be tasked to correct the database. Volume estimates could approach a 50% increase since the Office expects that up to 50% of the files received by the contractor contain errors requiring database corrections. However, the tradeoff in effort between no text-editing and additional file review is expected to be equal.

Volume Estimate: 260,000 applications per year

Cycle Time Requirements: 5 days from receipt from the government

Accuracy: To be determined

C.3.3 ARCHIVAL-QUALITY MICROFILM

There is a requirement for archival-quality microfilm to be made of Trademark certificates of registration.

C.3.3.1 MICROFILM REGISTRATION CERTIFICATES

Each Trademark registration certificate must be microfilmed. Microfilming standards must follow those established by the National Archives and Records Administration. Duplicates must be created upon demand. The contractor shall provide all personnel, capabilities, materials, equipment, supplies, services and facilities to perform the conversion tasks detailed. The contractor will provide the government COTR with 2 copies only. The contractor should understand that this requirement will soon diminish to 1 copy required and that eventually the government hopes to instruct the contractor to deliver one copy once a year.

C.3.3.3 OPTIONAL REQUIREMENTS

C.3.3.3.1 SCANNING DOCUMENTS OTHER THAN APPLICATIONS

In the future, all incoming papers other than trademark applications may be converted to electronic form using scanning (imaging) and possibly optical character recognition (OCR) technology. Personnel will perform this data conversion, verify the quality of imaged documents after scanning and prior to uploading for archival storage and OCR capture, correct any problems via rescanning (imaged documents) or correction by key entry. Paper copies not “readable” for OCR conversion (handwritten) may be key-entered into the electronic system.

Volume Estimate: To be determined at the time the optional requirement is exercised.

C.3.3.4 FUTURE REQUIREMENTS

Current Trademark processes and support systems are being re-engineered to support higher quality and substantially improved customer service. Therefore, it will be incumbent upon the contractor to demonstrate the ability to be flexible enough to quickly adjust processes, personnel skill levels, and management to adapt to process changes being implemented in Trademarks both now and in the future.

SECTION D-PACKAGING AND MARKING

THERE ARE NO CLAUSES IN THIS SECTION

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

CONTRACT ID CODE

Page

1

2. AMENDMENT/MODIFICATION NO. 0012	3. EFFECTIVE DATE 08/31/2001	4. REQUISITION/PURCHASE REQ. NO. See Funding Detail	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 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) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028
	(X) 10B. DATED (SEE ITEM 13) 09/08/1997

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"/>	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: 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 3 copies to the issuing office.

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

See attached

MJ Peters

Director of Contracts

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) Susan B. Messina
15B. CONTRACTOR/OFFEROR <i>[Signature]</i> (Signature of person authorized to sign)	15C. DATE SIGNED 9/2/01
16B. United States of America BY <i>[Signature]</i> (Signature of Contracting Officer)	16C. DATE SIGNED 08/31/2001

Line Item Summary	Document Number 50PAPT700028/0012	Title TM Services Contract M012	Page 2
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No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Previous Total: \$14,740,241.54
Modification Total: \$0.00
Grand Total: \$14,740,241.54

Procurement P.O.C. Sue Messina, (703) 305-8448.
Program Office P.O.C. Marian Bruffy (703) 308-8910 *247.

The purpose of this modification to contract no. 50-PAPT-7-00028 is to incorporate a new requirement for "Assembling New 76-Series Paper Application". Accordingly, the subject contract is hereby modified as follows:

- Under Section B, the following new CLINs are added:

OPTION YEAR 3					
Item Number	Description	Estimated FTE	Hours per FTE	Labor Rate/Hour	Total Amount
3193	Assembly General Clerk I	2.5	152	\$15.90	\$6,042.00
3194	General Clerk I/Mail Operations	1	152	\$15.90	\$2,416.80
	Total Cost for Assembly and File Pickup/Delivery				\$8,458.80

**The period of performance for CLINs 3193 and 3194 is September 4, 2001 through September 30, 2001.

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002 (If Exercised)					
Item Number	Description	Estimated FTE	Hours per FTE	Labor Rate/Hour	Total Amount
4193	Assembly General Clerk I	2.5	1,860	\$15.90	\$73,935.00
4194	General Clerk I/Mail Operations	1	1,860	\$15.90	\$29,574.00
	Total Cost for Assembly and File Pickup/Delivery				\$103,509.00

- Under Section C, entitled "DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK", Section C.4 is hereby added as set forth in Attachment 1, hereto.

- Funds in the amount of \$8,458,80 are hereby shifted from the Overtime Pool to fund CLINS 3193 and 3194. As a result, the total amount of the overtime pool for Option Year 3 is hereby changed to \$191,541.20.

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

C.4 ASSEMBLING NEW 76-SERIES PAPER APPLICATIONS

The United States Patent and Trademark Office, Trademark Law Offices, requires Services in accordance with the following specifications.

C.4.1 INTRODUCTION AND BACKGROUND

The Trademark Office is seeking contractor support for the complete assembly of new paper-based applications and for delivering assembled applications to assigned Law Offices in both the South Tower and the North Tower Buildings. The government hopes to achieve significant increases in efficiencies by reducing handoffs of new applications between the contractor and the government prior to releasing the assembled files to the government for legal examination. It is anticipated that these requirements will be easily integrated with existing processes within the document preparation and scanning operations. It is also anticipated that this will facilitate the contractor in troubleshooting and resolving problem files that may have failed in scanning. Ideally, the contractor will catch and fix errors prior to handing the files over to the government for subsequent examination. However, the contractor will be expected to retrieve, correct and return any files which may have been handed over to the government with errors introduced while in the contractor's possession.

C.4.2 STATEMENT OF REQUIREMENT

The contractor will

- 2-hole punch all new paper-based applications, inserting the papers into the file wrappers in accordance with guidelines provided by the government, and will print and affix the large file jacket labels once tagging is complete and tagged files are uploaded.
- Deliver all assembled files to the law offices

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 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.

It is anticipated that the contractor may eventually be asked to run the Missing Images Report, a comparison of images in TICRS and in TRAM.

Volume Estimates: 183,000 new files for this fiscal year

Cycle Time Requirement: Deliver assembled files to the Law Offices within two business days of upload from the tagging function.

Other New Work:

- Pick up files to be proofed from the Law Offices daily. Estimated workload equals annual proofing workload.
- Return files to the Law Offices which cannot be proofed (incoming OOPs). Estimated workload – will vary, generally no more than 100 a week.
- Deliver outgoing OOPS, on a daily basis, to a designated contact. Keep record of serial number and date released to contact.
- Provide weekly count in report of incoming/outgoing OOPs, re-Trams, and queries.
- Pick up re-TRAMS each from each of 15 designated pick up locations in the Law Offices. Set new OG date and deliver files to P&I within 5 days of receipt in TRAM. Estimated workload per week 100.
- Pick up OG pulls from P&I Wednesday and Friday after 2 PM (100 per week total) and deliver to the designated Senior attorneys in the "charge to" Law Offices.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

CONTRACT ID CODE

Page
1 of 6

2. AMENDMENT/MODIFICATION NO. 0013	3. EFFECTIVE DATE 09/28/2001	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 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) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102			9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) (X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028 (X) 10B. DATED (SEE ITEM 13) 09/08/1997
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)
2001 - - A - 134100 - - 2528 - - 330150 - 134100 - - - - - \$1,158,750.00

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) Option Clause H.3 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.)

See attached description.

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) Susan B. Messina	
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 09/28/2001

Line Item Summary

Document Number
50PAPT700028/0013

Title
TM Services Contract M013

Page
2 of 6

Total Funding: 15,898,991.54

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category
Division	Closed FYs	Cancelled Fund									

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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0002			0.00		\$0.00	\$0.00
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This is a New Line
Ref Req No: 134P0000172/0001

Previous Total: \$14,740,241.54
Modification Total: \$1,158,750.00
Grand Total: \$15,898,991.54
 (Includes Discounts)

Procurement P.O.C. Sue Messina, (703) 305-8448.
 Program Office P.O.C. Marian Bruffy (703) 308-8910 *247.

**Contract Level
Funding Summary**

Document Number
50PAPT700028/0013

Title
TM Services Contract M013

Page
3 of 6

Funding Strip Code

2001 - - A - 134100 - - 2528 - - 330150 - 134100 - - - - -

Change in Funded Amount

\$1,158,750.00

Reference Requisition: 134P0000172/0003

Address Detail**Title**

TM Services Contract M013

Document Num.

50PAPT700028

Page

4 of 6

Shipping Addresses

Item No.	Detail	Item No.	Detail
0001	Org: Scientific and Technical Information Ctr Addr: US Patent and Trademark Office 2021 S. Clark Place, CP-3/RM 2C06 Arlington VA 22202 Attn: No Contacts Identified Phone: () - ext. Fax: () - ext.	0002	Org: U. S. Patent and Trademark Office Addr: Office of Trademark Services 2900 Crystal Drive Arlington, VA 22202 Arlington VA 22202 Attn: No Contacts Identified Phone: () - ext. Fax: () - ext.

Award/Contract Modification	Document No. 50PAPT700028/0013	Document Title TM Services Contract M013	Page 5 of 6
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TABLE OF CONTENTS

SECTION A -- Solicitation/Contract Form	6
A.1 Summary of Changes	6
A.2 Description of Modification 0013 to Contract 50PAPT700028	6

Award/Contract Modification	Document No. 50PAPT700028/0013	Document Title TM Services Contract M013	Page 6 of 6
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SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

The free form item 'Description of Modification 0013 to Contract 50PAPT700028 has been added.

A.2 DESCRIPTION OF MODIFICATION 0013 TO CONTRACT 50PAPT700028

The purpose of this modification to contract no. 50-PAPT-7-00028 is to exercise option period four, incorporate Department of Labor (DOL) Wage Determination No. 1994-2103, Rev. 24, and provide partial funding for option period four. Accordingly, the subject contract is hereby modified as follows:

1. The United States Patent and Trademark Office (USPTO) hereby exercises Option Period 4 of the above stated contract pursuant to H.3 Option to Extend the Term of the Contract - Fixed Price Contract, and extends the period of performance of the contract from October 1, 2000, through September 30, 2001. However, the USPTO is not able to fully fund Option 4 at this time. The Contractor is not authorized to continue performance on this contract beyond the level of funds allotted to this contract except at its own risk.
2. The Contractor is required to submit a price proposal that takes into account the latest DOL Wage Determination and the recommended workload estimates. This proposal is due no later than October 15, 2001. The Contractor is not authorized to submit invoices against Option Period 4 until the pricing schedule for Option Period 4 is definitized and incorporated by contract modification.
3. Funding in the amount of \$1,158,750.00 is hereby added to the total obligations under this contract to partially fund option period four. Additional funding for option period four will be incorporated by contract modification and is subject to the availability of funds. The total amount obligated under this contract increases as a result of this modification from \$15,197,208.36 by \$1,158,750.00 to a new total of \$16,355,958.36.

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

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. 0014	3. EFFECTIVE DATE 12/01/2001	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (if applicable)
6. ISSUED BY Office of Procurement 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) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102			8A. AMENDMENT OF SOLICITATION NO. 8B. DATED (SEE ITEM 11) (X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700026 (X) 10B. DATED (SEE ITEM 13) 09/08/1997
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 13, 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 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: 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 3 copies to the issuing office.

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

SEE ATTACHED DESCRIPTION

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) DAVID MYER, Director of Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Susan B. Messina
15B. CONTRACTOR/OFFEROR <i>[Signature]</i> (Signature of person authorized to sign)	15C. DATE SIGNED 12/7/01
18B. United States of America BY <i>[Signature]</i> (Signature of Contracting Officer)	18C. DATE SIGNED 12/7/01

**Line Item
Summary**

Document Num.
50PAPT700028/0014

Title
Definitize Option Period 4

Page
2

No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Previous Total: \$15,898,991.54
Modification Total: \$0.00
Grand Total: \$15,898,991.54

The purpose of this modification to contract no. 50-PAPT-7-00028 is to incorporate a revised pricing schedule for option period four, incorporate a revised statement of work, and incorporate a revised performance standard plan. Accordingly, the subject contract is hereby modified as follows:

1. Under SECTION B – SUPPLIES AND SERVICES AND PRICES/COSTS, a revised pricing schedule for Option Period 4 is provided for incorporation into the contract. This new page and pricing incorporates Department of Labor Wage Determination No. 94-2103, Rev. 24. The effective date for this revised pricing schedule is December 1, 2001. Costs incurred for work performed under this contract from October 1, 2001 through November 30, 2001 shall be invoiced at Option Period 3 pricing levels.
2. Remove SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK in its entirety and replace it with the new SECTION C provided as an attachment to this modification. Changes are highlighted.
3. A revised performance plan is hereby incorporated as shown on the attached.
4. The total amount obligated under this contract remains unchanged at \$16,355,958.36.

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

OPTION YEAR 4					
OCTOBER 1, 2001 through SEPTEMBER 30, 2002					
Item Number		Estimated FTE	Hours per FTE	Labor Rate/ Hour	Total Amount
41XX	Positions and FTE for the Accomplishment of the CATS Requirement				
4100	MANAGEMENT				
4101	PROJECT MANAGER	1.0	1,860	69.15	\$ 128,619.00
4102	OPERATIONS SUPERVISOR	2.5	1,860	37.54	\$ 174,561.00
4103	QUALITY SUPERVISOR	1.0	1,860	41.21	\$ 76,650.60
4104	QUALITY CONTROL SPECIALIST	1.0	1,860	28.29	\$ 52,619.40
4110	MAIL OPERATIONS				
4111	MAIL OPERATIONS GEN. CLERK I	3.5	1,860	17.52	\$ 114,055.20
4112	MAIL OPERATIONS GEN. CLERK III	3.0	1,860	22.62	\$ 126,219.60
4113	MAIL OPERATIONS GEN. CLERK IV	0.0	1,860	28.29	\$ -
4120	MAIL PROCESSING				
4121	MAIL GEN. CLERK I	5.6	1,860	17.52	\$ 182,488.32
4122	MAIL GEN. CLERK II	2.9	1,860	20.36	\$ 109,821.84
4123	MAIL GEN. CLERK III	6.0	1,860	22.62	\$ 252,439.20
4124	MAIL GEN. CLERK IV	2.0	1,860	28.29	\$ 105,238.80
4130	DATA CAPTURE				
4131	DOC PREP GEN. CLERK I	1.6	1,860	17.52	\$ 52,139.52
4132	DOC PREP GEN. CLERK III	2.0	1,860	22.62	\$ 84,146.40
4140	SCANNING				
4141	SCANNING GEN. CLERK I	4.7	1,860	17.52	\$ 153,159.84
4142	SCANNING GEN. CLERK II	2.0	1,860	20.36	\$ 75,739.20
4143	SCANNING GEN. CLERK III	3.0	1,860	22.62	\$ 126,219.60
4144	SCANNING GEN. CLERK IV	1.0	1,860	28.29	\$ 52,619.40
4160	FEE PROCESSING				
4161	FEE PROCESSOR GEN. CLERK I	4.0	1,860	17.52	\$ 130,348.80
4162	FEE PROCESSOR GEN. CLERK II	1.0	1,860	20.36	\$ 37,869.60
4163	FEE PROCESSOR GEN. CLERK III	2.0	1,860	22.62	\$ 84,146.40
4164	FEE PROCESSOR GEN. CLERK IV	1.0	1,860	28.29	\$ 52,619.40
4170	REFUNDS GEN. CLERK II	1.0	1,860	20.36	\$ 37,869.60
4180	CUST. WINDOW GEN. CLERK III	1.0	1,860	22.62	\$ 42,073.20
4190	PROOFREADING				
4191	PROOFREADING GEN. CLERK I	3.0	1,860	17.52	\$ 97,761.60
4192	PROOFREADING GEN. CLERK III	4.0	1,860	22.62	\$ 168,292.80
4193	PROOFREADING GEN. CLERK IV	6.7	1,860	28.29	\$ 352,549.98
4200	ASSEMBLY				
4201	ASSEMBLY GENERAL CLERK I	2.5	1,860	17.52	\$ 81,468.00
4202	GEN. CLERK I/MAIL OPERATIONS	1.0	1,860	17.52	\$ 32,587.20
		70.0	52,080		\$ 2,984,323.50
	TOTAL BEFORE INCENTIVE				\$ 2,984,323.50
	INCENTIVE FEE				\$ 179,059.41
	OVERTIME POOL				\$ 200,000.00
	OVERTIME RATES ARE 1.5 TIMES REGULAR RATES				
	TOTAL COSTS FOR OPTION YEAR 4				\$ 3,363,382.91

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**C.1. STATEMENT OF WORK/SPECIFICATIONS**

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise provided or specified) to perform the following Statement of Work/Specifications.

C.2. PROJECT OBJECTIVE

The Project Objective is to deliver a contractor capable of providing high quality solutions to perform the duties associated with Trademark database services including data entry, text editing and proofreading of source materials provided, Trademark mail room services, data entry services for trademark fees and other fee activities and archival-quality microfilm services. Optional requirements may include proofreading of materials prior to publication, file maintenance, optical scanning of back files and trademark papers, quality control of optically-scanned materials, and optical character recognition (OCR) data capture. The optional requirements as stated above may or may not be exercised during the term of any resulting contract. It is anticipated that a contract will be awarded not later than the end of the current fiscal year, September 30, 1997.

The offerors have a unique opportunity under this Project Agreement. In a recent Presidential Executive Memorandum to the Heads of Executive Agencies to promote the Federal hiring of welfare recipients, the President stated that he has also urged businesses across the Nation to offer jobs to welfare recipients. In furtherance of this goal, PTO highly encourages offerors on this Project Agreement to propose the hiring of welfare recipients in meeting requirements of the Project Objective. Accordingly, an offerors' intent and proposal to hire welfare recipients to fulfill contract requirements will be a key discriminator during evaluation.

The following is a brief description of contractual responsibilities and deliverables desired by the PTO. Offerors are encouraged to respond to all of the following with innovative and creative approaches for the accomplishment of the work, including the use of welfare recipients as part of the offeror's workforce. Offerors who fail to respond to all of the requirements listed below will not be considered for further evaluation.

C.3.1 QUALITY CONTROL

The Office of Trademarks has as a part of its mission the responsibility of achieving and maintaining a high level of quality and customer satisfaction. The successful offeror will become a partner with the Government and work with the Government to achieve error-free deliverables.

A comprehensive Quality Control (QC) plan will be required that establishes production-oriented quality goals and tracks performance against stated customer service goals and results. The purpose of the QC plan will be to initiate and stimulate action. Emphasis will focus on error prevention rather than removal or correction. Since no single quality measurement will suffice, creativity will be paramount. Each functional area as described in the Project Agreement must be addressed separately. The successful offeror and the Government will work together to choose quality indicators and ensure that all customer service standards and specifications are met.

MO141
Attachment 2

Furthermore, offerors are encouraged to submit innovative proposals that award superior performance and deter unsatisfactory performance.

The Government is also interested in the formulation of an independently-administered Quality Assurance (QA) plan, as a separate and distinct initiative from the QC plan. The QA plan should focus on the quality of the service provided and not on the steps or procedures taken to provide the product or service. This would include pre-planned inspections, investigation of complaints and random unscheduled inspections of the services. This QA plan would monitor and evaluate the contractor's performance by identifying tasks, items or criteria to be monitored, determining the measurement techniques to use, and providing for the collection, validation and evaluation of the data concerning the contractor's performance. Overall, the QA plan would address the monitoring of the contract cost, schedule, technical performance and quality.

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 correspondence, through to proofing applications approved for publication in the Trademark Official Gazette (TMOG). These services include, but are not limited to, mail room operations, data capture, fee processing, proofreading, microfilming of trademark applications and registration certificates, and optional requirements for various other support services.

Because so many of the services provided rely upon government-furnished systems and equipment, the contractor has an obligation to notify the government immediately of any GFE and systems malfunctions. Workflow volumes given below are weekly averages and reflect a decrease in expected volumes for are anticipated to increase 26% in fiscal year 2002. These workflow volumes may fluctuate weekly resulting in management and staffing implications. Be advised, the Trademark Office anticipates mandated electronic filing will be in effect by the beginning of Fiscal Year 2003~~2~~, expecting that 95% of all new applications will be submitted electronically. This may begin to will significantly impact projected workloads for Option Year 4. If this change in process occurs and workload volumes are significantly impacted downward, pursuant to the "Changes" clause of the contract the Government would seek a downward adjustment in contract price. 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) 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.;
- *Picking up Trademark mail from the Arlington Mall USPS mail box twice weekly*~~daily~~ *and Plaza Mailboxes*~~Mailboxes, Etc. each day twice weekly~~ *and delivering mail to designated Trademark mail stops on the regular route;*

Attachment 2

- 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;
- Forwarding all USPS-returned mail to the originating Trademark office with the envelope attached;
- Researching incoming mail improperly addressed 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;
- 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. The contractor shall report weekly on the count.*
- *The contractor shall provide a count of all batch-generated correspondence received from OCIO for mailing, once OCIO includes the count on the page following the blue transmittal sheet.*
- *Scanning all incoming mail that can be associated with a serial number, except Law Library and TTAB mail, attaching the routing sheet.*

Volume Estimates:

- Incoming mail: ~~1,477,100~~ ~~1,040,000~~ 1,000,000 (includes interoffice/in-house mail) per year
- Outgoing mail: ~~1,723,800~~ ~~1,040,000~~ 1,000,000 per year
- Scanning Correspondence: 974,000- 670,000 per year

Cycle Time Requirements:

1. Non-fee flatwork: All non-fee, flatwork mail received from the USPS (except Express Mail), from other parts of the USPTO, and other commercial carriers should be delivered to in-house destinations no later than two business days of the mail date. Express mail non-fee flatwork should be delivered within 2 business days of receipt in the office.
2. Interoffice mail: Interoffice mail received should be delivered to designated Trademark mail-stop destinations within one business day of pickup.
3. Outgoing mail: Outgoing mail should be stuffed in envelopes, metered, sealed and dispatched to the USPS no later than one business day of pickup by the mailroom personnel.

Accuracy: 98% of all mail delivered accurately; 99% of all outgoing mail processed accurately

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 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 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 inquiries;
- accepting fees 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.
- accepting all hand-delivered mail from walk-in customers during the hours of 8:30 am and 5 pm.

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. Trademark application files are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing in serial number order. Fee transactions associated with various actions (petitions, extensions, etc.) that take place after a Trademark application has been filed are processed on a first-in first-out (FIFO) basis, ensuring the integrity of processing based on the earliest date received. Full-time staffing of a customer service window that supports various financial and administrative tasks for both internal and external customers is also required.

Volume Estimates:

- Application Fees: 125,000 130,000-277,000 per year
- Non-Application Fees: 200,000 2208,000-35,500 per year
- Refunds: see Window Customers 4,100 per year
- Window Customers: 20,000 20,800 (includes refunds)-12,000 per year

Cycle Time Requirements: 5 days from receipt in the Office for new applications; 2 days for flatwork.

Accuracy: 98%100% of all new application fee processing correct; 97% of all other fee processing correct

C.3.2.3 DATA CAPTURE of New Applications

Data capture task provides for the capture of data from new Trademark applications into the various electronic database by ~~either direct key entry or~~ by means of optical scanning and Optical Character Recognition (OCR). Trademark application files are processed on a first-in, first-out (FIFO) basis.

C.3.2.3.1 KEY ENTRY

~~Key entry of data from new Trademark applications is performed using Trade Ups, an on-site automated system provided by the Government. New applications, which may not OCR well, will be identified by the contractor and scanned for capture in the image database and specific fields key entered into Trade ups. On occasion, the government may ask the contractor to key enter new applications. Data quality is critical to the examination and registration processes and~~

MO141

Attachment 2

is a critical customer service issue. Data that is key entered must be accurately entered, spaced, punctuated, formatted and placed in the correct data element fields.

Trademark data entry standards are provided in the Trademark Data Entry Manual. These standards were extracted from the Patent and Trademark Office version of the Government Printing Office Style Manual, the Trademark Data Element Dictionary, the Trademark Weekly Text File Format, Trademark Manual of Examining Procedure (TMEP) and U. S. Postal Publication 28.

Volume Estimate: 5,200 per year

C.3.2.3.2 NEW APPLICATION PROCESSING

Trademark applications received on paper must be prepared (processed) in order to ensure all pertinent information enters appropriate databases. All applications are scanned and then electronically directed to various databases.

This includes, but is not limited to:

- assignment of the application serial number;
- initial file assembly (loose placement in file jackets, affixing labels);
- cursory review of applications to identify informals, fee for one class, mark, applicant name and address, and a list of goods and services;
- removal of any non-scannable objects, such as staples, paperclips, etc.;
- identification of the application components, especially of embedded drawings and specimens;
- ensuring the correct arrangement /sequence of the application components;
- 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;
- *Check 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. Began January 17, 2001. This is a daily activity.*
- *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. Began February 5, 2001*
- *Troubleshooting all missing images from files provided to the contractor from the government. Began January 17, 2001.*
- *Providing weekly data to COTR on number of scanned new applications electronically transferred through CROSSPRD. Began December 15, 2000.*
- *The contractor shall deliver scanned files to a STB location designated by the government. This will likely be a shelf near the Assembly section on the 3rd floor of the STB. This requirement should begin on the effective day of the modification. Volume estimate equals files scanned.*

One or more senior members of the scanning operation 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. ~~This position will likely be taken over by the Government by the end of fiscal year 2001.~~

Volume Estimate:

- ~~150,000~~ ~~156,000~~ ~~279,072~~ new applications per year (includes a 2% margin of error for rework required due to system errors in scanning)
- 1,300 bulky specimens per year

Cycle Time Requirements: 7 days from receipt in the Office

Accuracy: 98%

98% of all applications scanned with no skewed pages, blank pages, embedded drawings identified correctly, and all application pages indexed correctly.

C.3.2.4 PROOFREADING

The proofreading task is limited to the proofreading of Trademark applications that have been approved for publication.

C.3.2.4.1 PROOFREADING OF FILES APPROVED FOR PUBLICATON

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. A full-file printout, *including a review of the 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. Such 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*. Files received for proofreading are processed on a first-in/first-out (FIFO) basis, ensuring the integrity of processing based on the earliest date received. All files received for proofreading must have their locations updated in TRAM. All files leaving proofreading must have their "charged-to" locations updated in TRAM prior to leaving this area. This activity is may eventually change at which time the expected to change by the end of calendar year 2000 when the contractor will no longer be tasked to correct the database. Volume estimates could approach a 50% increase since the Office expects that up to 50% of the files received by the contractor contain errors requiring database corrections. However, the tradeoff in effort between no text-editing and additional file review is expected to be equal.

The contractor must be able to retrieve files awaiting proofreading for returning to the law offices upon request. Volume is 450 files per week. Turnaround time is 1 business day from receipt of the request.

Volume Estimate: ~~260,000-156,000~~ 150,000 applications per year

Cycle Time Requirements: 5 days from receipt from the government

Accuracy: ~~To be determined~~ 99% of all proofed files error free.

C.3.3 ARCHIVAL-QUALITY MICROFILM

There is a requirement for archival-quality microfilm to be made of Trademark certificates of registration.

C.3.3.1 MICROFILM REGISTRATION CERTIFICATES

Each Trademark registration certificate must be microfilmed. Microfilming standards must follow those established by the National Archives and Records Administration. Duplicates must be created upon demand. The contractor shall provide all personnel, capabilities, materials, equipment, supplies, services and facilities to perform the conversion tasks detailed. The contractor will provide the government COTR with 2 copies only. The contractor should understand that this requirement will soon be eliminated, diminish to 1 copy required and that eventually the government hopes to instruct the contractor to deliver one copy once a year.

C.3.3.3 OPTIONAL REQUIREMENTS

C.3.3.3.1 SCANNING DOCUMENTS OTHER THAN APPLICATIONS

~~In the future, all incoming papers other than trademark applications may be converted to electronic form using scanning (imaging) and possibly optical character recognition (OCR) technology. Personnel will perform this data conversion, verify the quality of imaged documents after scanning and prior to uploading for archival storage and OCR capture, correct any problems via rescanning (imaged documents) or correction by key entry. Paper copies not "readable" for OCR conversion (handwritten) may be key-entered into the electronic system.~~

~~Volume Estimate: To be determined at the time the optional requirement is exercised.~~

C.3.3.4 FUTURE REQUIREMENTS

Current Trademark processes and support systems are being re-engineered to support higher quality and substantially improved customer service. Therefore, it will be incumbent upon the contractor to demonstrate the ability to be flexible enough to quickly adjust processes, personnel skill levels, and management to adapt to process changes being implemented in Trademarks both now and in the future.

C.4 ASSEMBLING NEW 76-SERIES PAPER APPLICATIONS

The United States Patent and Trademark Office, Trademark Law Offices, requires Services in accordance with the following specifications.

C.4.1 INTRODUCTION AND BACKGROUND

The Trademark Office is seeking contractor support for the complete assembly of new paper-based applications and for delivering assembled applications to assigned Law Offices in both the South Tower and the North Tower Buildings. The government hopes to achieve significant increases in efficiencies by reducing handoffs of new applications between the contractor and the government prior to releasing the assembled files to the government for legal examination. It is anticipated that these requirements will be easily integrated with existing processes within the document preparation and scanning operations. It is also anticipated that this will facilitate the contractor in troubleshooting and resolving problem files that may have failed in scanning. Ideally, the contractor will catch and fix errors prior to handing the files over to the government for subsequent examination. However, the contractor will be expected to retrieve,

correct and return any files which may have been handed over to the government with errors introduced while in the contractor's possession.

C.4.2 STATEMENT OF REQUIREMENT

The contractor will

- 2-hole punch all new paper-based applications, inserting the papers into the file wrappers in accordance with guidelines provided by the government, and will print and affix the large file jacket labels once tagging is complete and tagged files are uploaded.
- Deliver all assembled files to the law offices

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 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.

It is anticipated that the contractor may eventually be asked to run the Missing Images Report, a comparison of images in TICRS and in TRAM.

Volume Estimates: 183,000-135,000 new files for this fiscal year

Cycle Time Requirement: Deliver assembled files to the Law Offices within two business days of upload from the tagging function.

Other New Work:

- Pick up files to be proofed from the Law Offices daily. Estimated workload equals annual proofing workload.
- Return files to the Law Offices which cannot be proofed (incoming OOPs). Estimated workload – will vary, generally no more than 100 a week.
- Deliver outgoing OOPS, on a daily basis, to a designated contact. Keep record of serial number and date released to contact.
- Provide weekly count in report of incoming/outgoing OOPs, re-Trams, and queries.
- Pick up re-TRAMS each from each of 15 designated pick up locations in the Law Offices. Set new OG date and deliver files to P&I within 5 days of receipt in TRAM. Estimated workload per week 100.
- Pick up OG pulls from P&I ~~on Wednesday and Friday after 2 PM~~ (100 per week total) and deliver to the designated Senior attorneys in the "charge to" Law Offices.

2. AMENDMENT/MODIFICATION NO. 0015	3. EFFECTIVE DATE 01/11/2002	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 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) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028
	(X) 10B. DATED (SEE ITEM 13) 09/08/1997
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)
2002 - - A - 134100 - - 2528 - - 330150 - 134100 - - - - - \$2,204,632.91

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 checked="" 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 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.)

The purpose of this modification is to obligate additional funds in the amount of \$2,204,632.91 to fully fund Option Period 4. Accordingly, the total amount obligated under this contract is hereby increased from \$16,355,958.36 by \$2,204,632.91 to \$18,560,591.27.

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) Susan B. Messina		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. United States of America BY  (Signature of Contracting Officer)	16C. DATE SIGNED 01/11/2002
(Signature of person authorized to sign)			

**Contract Level
Funding Summary**

Document Number
50PAPT700028/0015

Title
add funds

Page
3 of 4

Funding Strip Code

2002 - - A - 134100 - - 2528 - - 330150 - 134100 - - - - -

Change in Funded Amount

\$2,204,632.91 →

Reference Requisition: 134P0000172/0004

Address DetailTitle
add fundsDocument Num.
50PAPT700028/0015Page
4 of 4**Shipping Addresses**

Item No.	Detail	Item No.	Detail
0001	Org: Scientific and Technical Information Ctr Addr: US Patent and Trademark Office 2021 S. Clark Place, CP-3/RM 2C06 Arlington VA 22202 Attn: No Contacts Identified Phone: () - ext. Fax: () - ext.	0002	Org: U. S. Patent and Trademark Office Addr: Office of Trademark Services 2900 Crystal Drive Arlington, VA 22202 Arlington VA 22202 Attn: No Contacts Identified Phone: () - ext. Fax: () - ext.

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 3

2. AMENDMENT/MODIFICATION NO. 0016	3. EFFECTIVE DATE 12/03/2002	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 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) Vistronix, Inc. 1970 Chain Bridge Road, 12th Floor McLean, VA 22102	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. 50PAPT700028
	(X) 10B. DATED (SEE ITEM 13) 09/08/1997

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)

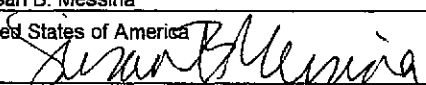
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

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 checked="" 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 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 PAGE 3.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Susan B. Messina	
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 12/03/2002

Line Item Summary	Document Number 50PAPT700028/0016	Title ot/microfilm	Page 2 of 3
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Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Previous Total: \$18,103,624.45
Modification Total: \$0.00
Grand Total: \$18,103,624.45

The purpose of this modification to contract no. 50-PAPT-7-00028 is to incorporate additional costs for Option Year 4. Accordingly, the subject contract is hereby modified as follows:

1. Under SECTION B – SUPPLIES AND SERVICES AND PRICES/COSTS, additional costs are hereby incorporated for overtime hours for mail processing and proofreading, temporary assistance, and microfilming as shown below:

OPTION YEAR 4					
October 1, 2001 through September 30, 2002					
Item Number		Estimated FTE	Hours per FTE	Labor Rate/ Hour	Total Amount
41XX	Positions and FTE for the Accomplishment of the CATS Requirement				
	TEMP ASSISTANCE				
	GEN. CLERK I (Open Market Rate)	7.0	1,960	\$ 18.84	\$ 36,926.40
	GEN. CLERK II	1.0	280	\$ 20.36	\$ 5,700.80
	LABOR COST	8.0	2,240		\$ 42,627.20
	TOTAL BEFORE INCENTIVE				\$ 42,627.20
	INCENTIVE FEE				\$ 2,557.63
	TOTAL LABOR COST W/FEE				\$ 45,184.83
	OVERTIME				
	GEN. CLERK I		102	26.28	\$ 2,680.56
	GEN. CLERK II		120	30.54	\$ 3,664.80
	GEN. CLERK III		835	33.93	\$ 28,331.55
	GEN. CLERK IV		910	42.44	\$ 38,615.85
	TEMP OVERTIME				
	GEN. CLERK I (Open Market Rate)		392	28.26	\$ 11,077.92
	GEN. CLERK II		56	30.54	\$ 1,710.24
	TOTAL OVERTIME COST		2,415		\$ 86,080.92
	MICROFILM CERTIFICATIONS		141	164.00	\$ 23,124.00
	Each unit consists of (1) master roll and (1) silver duplicate				
	TOTAL ADDITIONAL COSTS FOR OPTION YEAR 4				\$ 154,389.75

2. The total amount obligated under this contract remains unchanged at \$18,560,591.27.