

translating policy into operating procedures.

C.9.8.3 First-hand information security experience shall include directing technical studies for both needed and implemented controls in automated business processes, technology development programs, the technology systems that provide the automated services, risk analyses, sensitivity analyses, automated system controls test designs, test planning, and testing. It shall also include developing physical and automated system auditing concepts, plans, and procedures, implementing and maintaining security awareness training, contingency and disaster recovery planning, certification techniques, criteria, schedules, and statutory requirements.

C.9.8.4 First-hand experience in information security projects shall include the development and documentation of strategic and tactical level plans for the implementation of information security programs. Experience shall also include development of such plans responsive to higher (e.g., Departmental) level Information Resource Management requirements. The Senior Information Systems Security Specialist shall have demonstrated the ability to support a Government organization's decisions to design, develop, enhance, acquire and deploy large and complex automated application systems involving an integration contractor, diverse business applications, hardware and software, with operational and maintenance support considerations.

C.9.8.5 Each Senior Information Systems Security Specialist shall have a comprehensive knowledge of configuration management and software quality assurance programs, as well as Federal security laws, directives, and guidelines. Each Senior Information Systems Security Specialist shall have first-hand experience in the application of information security to the Federal Government procurement process, in developing the technical portion of solicitation documents, and in evaluating the technical portion of offeror-submitted proposals.

C.9.8.6 Each Senior Information Systems Security Specialist shall have knowledge of IBM mainframe or equivalent and IBM mainframe software, knowledge of security systems development, implementation, auditing and administration.

C.9.9 PRINCIPAL BUDGET ANALYST

Minimum Education Required: Bachelor's Degree in Financial Management, Accounting or related discipline. Principal Budget Analyst must possess a minimum of 10 years of experience in planning, analysis and cost scheduling. Experience shall include review of engineering change proposals relative to cost impacts and expenditures to budget. Principal Budget Analyst must have experience in determining actual versus planned accomplishments to budget, cost variance analysis, and resource management as it relates to budget systems.

C.9.10 ADMINISTRATIVE/CLERICAL SUPPORT PERSONNEL

The types of positions included in this category are occupations

concerned with:

- o Preparing, transcribing, transferring, systematizing and preserving written communications and records;
- o Gathering, distributing, and accounting for stores of materials;
- o Operating telephone(s) and/or telephone switchboard(s);
- o Using a Personal Computer or Macintosh for word processing and/or electronic spread sheet applications;
- o Distributing mail and delivering messages; and
- o Performing other administrative support and clerical duties.

This category may include but is not limited to secretaries, typists, receptionists, file clerks, administrative assistants and accounting clerks.

As a group, administrative/clerical support personnel shall possess a working knowledge of IBM PC and Macintosh Software applications for word processing, spreadsheets, art and graphic presentation packages, and data base application packages.

C.2

SECTION D - PACKAGING AND MARKING**D.1 SPECIAL DISTRIBUTION REQUIREMENTS**

The contractor is required to provide the original report or deliverable to the addressee, and in addition, is required to provide copies for the following individuals (unless the individual is the addressee):

1. James H. Murphy, Contracting Officer
2. The Task Order Manager
3. Sylvia Van Dyke, Contract Specialist
4. Sanford Zarkin, Alternative COTR
5. Lawrence DeSpain, Contracting Officer's Technical Rep.

All copies shall be delivered for centralized control and distribution to the attention of Lawrence DeSpain, U.S. Patent and Trademark Office, 2121 Crystal Drive, Suite 1002, Washington, DC 20231; or if hand delivered: Arlington, VA 22202.

One copy of all technical reports and letters shall be delivered to the COTR in machine readable format. The required format is Macintosh Word 5.0 on a 3-1/2" diskette.

Deliverable or report distribution requirements, other than those specified herein, may be specified in the individual task order.

Reports and data to be provided hereunder shall be clearly marked, packaged, and transmitted in accordance with U.S. Postal Regulations or in such a manner as to ensure safe delivery and acceptance at destination.

SECTION E - INSPECTION AND ACCEPTANCE**E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.246-5	INSPECTION OF SERVICES - COST-REIMBURSEMENT	APR 1984

E.2 INSPECTION AND ACCEPTANCE

- (a) The Contracting Officer or the duly authorized representative will perform inspection and acceptance of supplies and services to be provided under this contract.
- (b) Inspection and acceptance will be performed at:

U.S. PATENT AND TRADEMARK OFFICE
2121 CRYSTAL DRIVE, SUITE 1002
ARLINGTON, VA 22202

SECTION F - DELIVERIES OR PERFORMANCE**F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.212-13	STOP-WORK ORDER Alternate I (APR 1984)	AUG 1989

F.2 PERIOD OF PERFORMANCE

The period of performance of this contract is from the effective date of the contract through FEBRUARY 28, 1995.

F.3 IDENTIFICATION OF CONTRACT DELIVERABLES

Unless otherwise specified, all documents prepared and submitted by the Contractor to the Government under this contract shall include the following information on the cover page of each document:

- (a) Name and Business address of the Contractor;
- (b) Contract Number
- (c) Applicable Task Order
- (d) Applicable Task Order Deliverable number
- (e) Date of Report
- (f) Name, position, and office location of the preparer.

F.4 REPORTING

PROGRESS REPORT - Ten working days after the end of each calendar month during performance hereunder, the Contractor shall prepare and submit four (4) copies of a monthly progress report to the Government. A progress report will contain, at a minimum, the following items:

- o A summary of progress made during the month of each task and

F.4 (Continued)

subtask initiated, under way, and completed.

- o A comparison of progress made with the plans for each task and subtask.
- o A summary of planned activities to be conducted during the next month on each task or subtask that is active or to be initiated.
- o A summary of staff hours and funds expended during the month, expended to date, and remaining for each task and the total project.
- o A description of major difficulties that have been encountered which may delay task completion or product delivery, and statements of the steps to be taken to solve the problem.

If there are no problems, all monthly progress reports shall include written statements, as follows, certifying to the absence of progress problems:

"The Contractor hereby certifies that it recognizes no problems which affected progress during the current reporting period."

"The Contractor hereby certifies that it anticipates no problems will occur during the next reporting period."

The progress report shall be submitted in accordance with the format and criteria provided in the Contract Deliverable No. PM01 (Monthly Status Report) included in this solicitation as Attachment J4.

SECTION G - CONTRACT ADMINISTRATION DATA**G.1 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

- (a) Lawrence DeSpain, is hereby designated as the Contracting Officer's Technical Representative and Sanford Zarkin as alternate COTR. The COTR may be changed at anytime 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 and the Alternate COTR are located at the 2121 Crystal Drive, Suite 1002 Arlington, VA 22202 . Their telephone numbers are Area Code 703-305-8782 and 703-305-8920 respectively.
- (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.
 - (3) The Alternate COTR can only act in the absence of the COTR, with the written authorization of the COTR.

G.2 GOVERNMENT-FURNISHED PROPERTY

The Government will provide the following item(s) of Government property to the Contractor for use in the performance of this contract. This property shall be used and maintained by the Contractor in accordance with provisions of the "Government Property" clause.

No Government-Furnished property is anticipated at this time.

Item No.	Description	Quantity	Delivery Date
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G.3 GOVERNMENT-FURNISHED DATA

- (a) The Government shall deliver to the Contractor the Government-furnished data described in the contract. If the data, suitable for its intended use, is not delivered to the Contractor, the Contracting Officer shall equitably adjust affected provisions of this contract in accordance with the "Changes" clause when:
- (1) The Contractor submits a timely written request for an equitable adjustment; and
 - (2) The facts warrant an equitable adjustment.
- (b) Title to Government-furnished data shall remain with the Government.
- (c) The Contractor shall use the Government-furnished data only in connection with this contract.

G.4 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to make any changes, 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.5 INVOICES

Invoices shall be submitted in an original and three (3) copies to the U.S. Patent and Trademark Office, Contracting Officer (or designee in his/her absence). Invoices shall be submitted on a monthly basis or as mutually agreed upon, for costs incurred, as follows:

Original and 3 copies to:

U.S. Patent and Trademark Office
APS Contract Management Office

G.5 (Continued)

Contracting Officer
Box 14
Washington, DC 20231

If hand delivered, the address is:

2231 Crystal Drive (Crystal Park 3)
Suite 702, Rm 784
Arlington, VA 22202

To constitute a properly submitted invoice, the Contractor shall submit the following documents, when applicable, with submission of the Contractor's invoice.

1. Name of the business concern, address, and invoice date.
2. Contract number
3. Period covered by the invoice.
4. Name, title, and phone number of responsible official preparing the invoice.
5. Name and signature of certifying official, title, and phone number.
6. Description, price, and quantity of property and services actually delivered or rendered.
 - a. Total Current Period: all cost elements should be listed and broken down separately for the period covered by the invoice. The costs should be segregated by site, if more than one site.
 - b. Costs being billed in the invoice should be segregated by Task Order Number
 - c. Total Contract Costs to Date: all cost elements should be listed and broken down separately (total contract through current invoice).
 - d. Hours Expended should be included as an item under all three categories above.
 - e. Hours Expended should contain an itemization of all categories of cost by staff classification.
 - f. Direct Labor rates and Indirect rates billed for the period of the invoice should be listed.

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G.5 (Continued)

At the Contracting Officer's discretion, vouchers which contain Cost Accounting Standard violations shall be returned to the Contractor for correction or address of the issued.