



UNITED STATES PATENT AND TRADEMARK OFFICE

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IP5 Heads of Office Venue Search
Sources Sought Notice
30 September 2022

The United States Patent and Trademark Office (USPTO), Office of International Policy and Affairs (OPIA) is conducting market research on securing a venue space for the upcoming IP5 Heads of Office meetings in Honolulu, Hawaii for June 13-15, 2022.

The five IP offices, or IP5 Offices, are the US Patent and Trademark Office (USPTO), the European Patent Office (EPO), the Japan Patent Office (JPO), the Korean Intellectual Property Office (KIPO), and the National Intellectual Property Administration (CNIPA formerly SIPO) in China. The IP5 Offices together handle about 80 per cent of the world's patent applications, and 95 per cent of all work carried out under the Patent Cooperation Treaty. The IP5 Offices work together closely to improve efficiency and address the growing backlogs in applications worldwide. Beginning in Hawaii in 2007, the IP5 Offices have been meeting annually. Hosting duties alternate between the five offices. It was decided that USPTO will host the annual meeting in Honolulu, Hawaii.

This Sources Sought Notice is strictly for market research. It is for informational and planning purposes and shall NOT be construed as a solicitation or as an obligation or commitment by the Government at this time.

The USPTO reserves the right to review responses to the sources sought and issue a Request for Proposal (RFP) / Request for Quote (RFQ) to vendors using the Alternative Competition Method in accordance with the Patent and Trademark Office Acquisition Guidance (PTAG), and the Patent and Trademark Office Efficiency Act 35 U.S.C 2(b)(4)(A).

If using the PTAG, the Government will not utilize formal evaluation criteria for market research associated with PTAG 6.1.1 or PTAG 6.1.4. The government will review the sources sought responses to determine which vendors are most likely to successfully meet the agency's requirements for the IP5 Heads of Office Meetings Venue Search.

DISCLAIMER AND NOTICE REGARDING CONTRACT AWARDS

This Sources Sought is issued for market research, information and planning purposes only. This SES search market research is not a request for competitive proposals. This document is not a Request for Proposal (RFP) or Request for Quotation (RFQ), or a promise to issue a RFP or RFQ in the future. There is no USPTO commitment or implied agreement or understanding as a result of Government action or inaction taken in response to the Sources Sought or the accompanying documents or attachments. This Sources Sought does not commit the Government to contract for any supply or service whatsoever. The information provided in the Sources Sought is subject to change and is not binding on the Government.

Participation in this process is strictly voluntary. No entitlement to payment will arise as a result of the submission of a response to the Sources Sought or the response to any questions that the USPTO may ask as a result of the submission. The USPTO will not incur or reimburse any costs for the submission of responses or activities associated with the preparation or response to this Sources Sought, including responses to any follow-up information or action requested by the Government. Responders are advised that the USPTO is not liable for and will not pay for any information or direct, indirect, or administrative costs incurred in responding to this Sources

Sought. The USPTO has not made a commitment to procure any of the items discussed, and release of this Sources Sought should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become Government property and will not be returned, but will be handled in accordance with applicable proprietary markings.

The USPTO may use the results obtained from this Sources Sought to support one or more future procurements. Additionally, the USPTO may use the results obtained from this Sources Sought to make a small business set-aside determination. This means that if you are a small business and you are able to provide the content described below, your response may be critical in determining whether to set aside any future requirement in part or in total for small businesses. Any small business provider of the content described in this document is strongly encouraged to respond to this Sources Sought.

SUBMISSION REQUIREMENTS

Response Package:

The USPTO requests capability statements submitted in one PDF file from vendors who are able to provide IP5 Heads of Office Venue spaces that meet all of the specifications/scope described within the Specifications/Scope section below. There is a 5-page limit but no formatting or other restrictions on your response other than the cover page, and you may include charts, diagrams, video links, and any other information that you wish in the response. Please note that a generic capability statement response is not helpful and will not be reviewed.

The 5-page capability statement shall also include a Cover Page with the following information:

- Business/Organization name, address, Unique Entity Identifier (UEI) number and NAICS code
 - The North American Industry Classification Code (NAICS) 561920
 - If you do not have a UEI, please note this.
- Name of vendor representative alternate, and their associated titles and contact information
- (inclusive of telephone numbers and email addresses);
- Vendor website address
- Indicate if your firm is a large, small and include any applicable socio-economic status such as woman-owned, veteran-owned, 8(a) * include the date of the SBA 8(a) expiration or HUBZone. If you are not a small business please include "OTSB"
- If listed on GSA, provide GSA contract number(s).
- Confirmation of Honolulu, Hawaii location

Questions related to this sources sought are due to the below individuals no later than 10:00 AM ET On October 6, 2022. to Joy.Pitts@uspto.gov and Emalee.Gawrelski@uspto.gov

Submission: Please submit your responses to the following individuals by the date and time listed below: Responses due no later than 10:00 AM EST October 14, 2022 and are to be submitted by e-mail to Joy.Pitts@uspto.gov and Emalee.Gawrelski@uspto.gov. NO PHONE CALLS PLEASE

SPECIFICATIONS/ SCOPE

Objective:

The overall objective of this contract is to secure venue space for the upcoming IP5 Heads of Office meetings. This venue must be able to furnish the necessary meeting space(s), catering based on the scheduled provided, and the audio/visual equipment, service and personnel to perform the duties detailed in the Scope section below.

Scope:

The venue is requested to provide full conference service support for this USPTO meeting. The scope of work will require competent, experienced conference support services. Provision of service includes:

Lodging:

- Secure hotel sleeping rooms for conference attendees
 - 100 sleeping rooms required
 - Check in on Monday June 12, 2023
 - Check out on Thursday June 16, 2023
 - Request upgraded rooms for VIPs (5)

Meeting Space:

- -2- Large Meeting space for up to 100 participants
 - June 13, 2023 - Day 1 meeting
 - June 14, 2023 – Day 2 meeting
 - June 15, 2023 – Day 3 meeting
- 1 – 2 small meeting spaces (up to 15 people)
 - June 13, 2023 - Day 1 meeting
 - June 14, 2023 – Day 2 meeting
 - June 15, 2023 – Day 3 meeting

Audio/Visual:

- Secure a three 2-person Interpretation booth
 - Dual Interpreter Console w/Headsets
 - 100 wireless receivers with headsets
 - Infrared transmitter
- Laptop to display Power Point Presentations
- Projector for display Power Point Presentations
- Screen for Power Point Presentations
- 2 Confidence monitors w/stands
- 50 table microphones
- Hi-speed Wi-Fi
- Power cables for the room
- Other needed items not specified here

Catering:

- Tuesday June 13, 2023

- Morning Coffee Break for 100
 - Lunch
 - Afternoon Coffee Break for 100
 - Reception for 100
 - Dinner for 100
- Wednesday June 14, 2023
 - Morning Coffee Break for 100
 - Lunch
 - Afternoon Coffee Break for 100
 - Dinner for 100
- Wednesday June 14, 2023
 - Morning Coffee Break for 100
 - Lunch for 100

Secretariat Room:

- Available – 24 / 7 (great if it could lock)
- Close proximity to meeting space
- First date – Monday June 12th - Friday June 16th
- Work stations / desk / Room for up to 5
- Wi – Fi
- Hi Speed Color Copier / Printer
 - 2-sided, hole punched (with the ability to print from thumb drive)
- Storage for boxes

Period of Performance

The period of performance is June 13, 2023 – June 15, 2023.

Place of Performance

The place of performance will be Honolulu, Hawaii.