

PTAG RFI: USPTO seeks Contractor to fabricate awards; certificates and medallions

THIS IS A PTAG SOURCES SOUGHT REQUEST FOR INFORMATION (RFI) ONLY.

This PTAG 6.1.1 Sources Sought (request for information) Notice (RFI) is strictly for market research ONLY. 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.

PTAG

The Government contemplates utilizing the Alternative Competition Method in accordance with the Patent and Trademark Office Acquisition Guidelines (PTAG) and the Patent and Trademark Office Efficiency Act 35 U.S.C. § 2(b)(4)(A). This Sources sought notice is intended as preliminary market information gathering which the United States Patent and Trademark Office (USPTO) will use to determine which small business contractor(s) is/are the most likely to successfully meet the agency's needs and are thereby eligible to participate in an alternative competition. As a result of this market research, the solicitation will only be issued to the/ those qualified small business contractor(s) that is/are deemed most likely to successfully meet the agency's requirements as stated below.

- This RFI is being made available under NAICS 339999 - All Other Miscellaneous Manufacturing and PSC 7690 - Miscellaneous Printed Matter

Purpose of this Sources Sought / Request for Information (RFI)

USPTO is seeking a contractor who can fulfill the agency's requirements for the following awards, certificates, medallions, as well as appropriate packaging and direct shipping for each. This requirement includes manufacturing, assembly and preparing the awards for delivery and shipping directly to the recipient or to an agency office as required.

The Office of Human Resource (OHR) supports a variety of non-monetary awards to recognize and reward employee excellence. Superior performance is generally considered as the type of employee performance that contributes, directly or indirectly, to the mission of the USPTO. These non-monetary awards include Bronze Medal Awards, Career Achievement Awards which includes Distinguished Career Awards and Exceptional Career Awards, Retirement Certificates, Directors Award, Length of Service Award and Leadership in Action Award. These awards range in style and type to include framed certificates, medals encased in leucite and presented with a certificate and display box and laser etched clear crystal desktop awards.

Note: Sample photos of the awards are attached in a pdf to this RFI

1. **Bronze Medal Awards-** This award is used to recognize an organization, group or individual employees who have made a major impact on the effectiveness of the USPTO.
 - a. The awards ceremony takes place annually and typically occurs in October. The estimated quantity per year is up to 450.
2. **Distinguished Career Awards:** This award marks at least 20 years of superior performance as an employee of the USPTO, with the last five (5) consecutive years demonstrating exceptional performance.
 - a. The awards ceremony takes place annually and typically occurs in June/July. The estimated quantity per year is up to 150.
3. **Exceptional Career Awards:** This award marks at least ten (10) years of superior

performance with the USPTO, with the last five (5) consecutive years demonstrating exceptional performance.

- a. The awards ceremony takes place annually and typically occurs in June/July. The estimated quantity per year is up to 275.
4. **Retirement Certificates:** The purpose of this certificate is to recognize USPTO employees upon the occasion of their retirement.
 - a. These are ordered/requested upon notification of an employee retiring. Framed certificates are created throughout the year. The estimated quantity per year is up to 120.
5. **Directors Award:** The purpose of this award is to recognize individuals and/or group recognition for contributions to the Agency, Managers, supervisors or other employees may nominate those whose contributions have far exceeded expectations or reflect positively on the USPTO.
 - a. These awards are sporadic throughout the year. The estimated quantity per year is up to 100.
6. **Leadership in Action Award.** The recipients are recognized during the USPTO Bronze Medal Awards Ceremony. The Bronze Medal Awards Ceremony takes place annually and typically occurs in October.
 - a. The estimated quantity of Leadership in Action awards is up to 400 per year.
 - b. The three (3) award tiers are Supervisor of the Year (SOTY), Supervisor of the Year (SOTY) Finalist, Approved Nominated Supervisors.
 - c. Each award tier has a different associated cost and quantity.
7. **Length of Service Award:** The purpose of this award is to recognized USPTO employee's length of Federal service.
 - a. This award is issued monthly. The estimated quantity per year is approximately 2,600.

The responses to this RFI should provide USPTO management with an understanding of the experience and the range of awards and services provided. This will allow USPTO management to conduct thorough market research, identify suitable providers, and make informed decisions.

HOW TO RESPOND TO THIS SOURCES SOUGHT NOTICE

All interested contractors should provide the following information in their response via e-mail to the contacts listed below:

- 1) The email subject should include: **"RFI-27-0001 Awards fabrication sources sought"**
- 2) Your contractor name, address, SAM UEI, point of contact information, email, phone, website address.
- 3) Your FSS Schedule contract number (Only if applicable).
- 4) Any relevant certifications or other relevant authorizations
- 5) Information about your firm's ability to meet the requirements stated above
 - Please provide a tailored capability statement addressing the particulars of this effort, with appropriate documentation supporting claims of organizational and staff capability.
 - Please provide photos and specs of awards your company manufactures consistent with the requirements listed above.
 - *A link to award photos on your website will suffice as well.*

- Past Performance – Please provide info on previous government agencies or private businesses you’ve done similar work for in the past. Please include a short description of the work done and photos of the awards provided (if possible)
 - Please include civilian customer/Government Agency contact information including: contact name and organization, telephone number, and email address.

QUESTIONS

Questions regarding this RFI are due no later than **Thursday, October 8, 2026 at 1:00 PM ET** and are to be submitted via email to roy.pitman@uspto.gov and christopher.ward@uspto.gov
NO PHONE CALLS PLEASE

DEADLINE:

Responses are due no later than **Monday, October 26, 2026 at 1:00 PM ET** and are to be submitted via email to roy.pitman@uspto.gov and christopher.ward@uspto.gov
NO PHONE CALLS PLEASE

*Late responses may be considered at the government’s discretion.

Disclaimer: This PTAG Sources Sought Request For Information (RFI) notice is issued solely for Market Research information and planning purposes only and does not constitute a solicitation. All information received in response to this RFI that is marked as proprietary will be handled in accordance with procurement integrity requirements. Responses to this notice are not offers and cannot be accepted by the Government to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

.