



October 9, 2018

MEMORANDUM FOR: Andrei Iancu
Under Secretary of Commerce for Intellectual Property
and Director of the U.S. Patent and Trademark Office

FROM: Frederick J. Meny, Jr.
Assistant Inspector General for Audit and Evaluation (Acting)

SUBJECT: Audit of USPTO's Small Business Utilization
(#2019-331)

We are initiating an audit on U.S. Patent and Trademark Office's (USPTO's) small business utilization. Our objectives are to determine whether USPTO (1) is achieving its small business utilization goals; (2) contracting officials provided small businesses with adequate contract award opportunities; and (3) took appropriate actions to ensure they met small business contracting goals.

We contracted with an independent firm, Booth Management Consulting, LLC, to perform the audit. My office will oversee the progress of the audit to ensure that it is performed in accordance with generally accepted auditing standards and contract terms.

We will contact your audit liaison to schedule an entrance conference, at which time we will discuss our objectives and scope in further detail. Should you have any questions regarding this audit, please contact me at (202) 482-1931 or Amni Samson, Audit Director, at (571) 272-5561. We thank you in advance for your cooperation during this audit.

cc: Anthony Scardino, Acting Deputy Under Secretary of Commerce for
Intellectual Property and Acting Deputy Director, USPTO
Sarah Harris, General Counsel, USPTO
Welton Lloyd, Audit Liaison, USPTO
Robert Fawcett, Audit Liaison, USPTO