



UNITED STATES PATENT AND TRADEMARK OFFICE

OFFICE OF PROCUREMENT

January 27, 2012

Reference: Court Reporting Support Services

Subject: Request for a Quote (RFQ)
Solicitation Number PTO1200046

Offeror:

The United Patent and Trademark Office (USPTO) invite contractors to submit a quote for services for Court Reporting.

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued.

Enclosed you will find a Blanket Purchase Agreement for Court Reporting Support Services. Please submit your quote by **Thursday, February 9, 2012** at 4:00 p.m. "Contracting Officer's Local Time." This RFQ does not obligate the U.S. Government to award a contract, nor does it commit the U.S. Government to pay any cost incurred in preparing and submitting your proposal.

This solicitation is a 100% small business set-aside. The NAICS is 561492 and the size standard is \$7.0 million.

Quotes will only be accepted by email. Quotes must be received by the closing date and date time stated above.

All questions regarding this solicitation must be submitted via email to:

Stacy.Duncan@uspto.gov no later than 12:00 PM (EST), "Contracting Officer's Local Time," Thursday, February 2, 2012. Questions submitted after 12:00 PM (EST). "Contracting Officer's Local Time" will not be accepted.

Sincerely,

/SD/

Stacy Duncan
Contract Specialist

