

PRE-SOLICITATION NOTICE FOR DOC52PAPT1100029 TRADEMARK CLERICAL SUPPORT SERVICES

The United States Patent and Trademark Office (USPTO) is soliciting for Trademark (TM) Clerical Support Services to provide income and outgoing mailroom services, paper TM application handling and scanning functions, fee processing, refunds processing and cashier duties, scanning documents related to TM applications and registration, managing email boxes for TM requests from TM examining attorneys and customer requests. The Government contemplates a single award on a Firm Fixed Price (FFP) basis. The USPTO intends to compete this requirement as a Competitive 8(a) Set-aside for a 12 month base period, with four 12 month option periods for a maximum period of five (5) years. The associated North American Industry Classification System (NAICS) code for this acquisition is 561499 (All Other Business Support Services). The small business size standard is \$7M. The Request for Proposal (RFP) will be posted (when available) to the Federal Business Opportunities (FBO.gov) website under the subject solicitation number and at the USPTO website ([http://www.uspto.gov/about/vendor\\_info/current\\_acquisitions/index.jsp](http://www.uspto.gov/about/vendor_info/current_acquisitions/index.jsp)) for this procurement. It is the offeror's responsibility to monitor both websites for release of the RFP and subsequent amendments. Questions will be entertained following the release of the RFP, utilizing the procedures specified in the RFP.

The Request for Proposal (RFP) DOC52PAPT1100029 for TM Clerical Support Services was released on June 8, 2011, and an electronic copy is available at the USPTO website:

([http://www.uspto.gov/about/vendor\\_info/current\\_acquisitions/index.jsp](http://www.uspto.gov/about/vendor_info/current_acquisitions/index.jsp)). Please refer to the USPTO website for posting of any amendments to this solicitation. It is noted that any questions concerning this RFP must be submitted no later than 5 o'clock P.M. Eastern Standard Time (EST), June 30, 2011 to the following e-mail:

[shellie.eaton@uspto.gov](mailto:shellie.eaton@uspto.gov). Telephone questions will not be taken. A site visit/walk through registration must be submitted no later than 5 o'clock P.M. Eastern Standard Time (EST), June 17, 2011. Proposals are due no later than 3 o'clock P.M. Eastern Standard Time (EST), July 18, 2011. See RFP for all details.

**Primary Point of Contact.:**

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**Contracting Office Address:**

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