

## ABOUT LTASC

### *LTASC stands for...*

Long-Term Administrative Support Contract.

### *LTASC is...*

a multiple award contract that provides long-term administrative support services on a task order basis to customers across all ICs.

## BENEFITS OF USING LTASC

### *This contract:*

- was created with community input to increase effectiveness and usability,
- is available to all ICs in all locations,
- satisfies administrative support needs on a long-term basis and promotes the small business goals set forth by NIH,
- provides qualified and cost-effective personnel through competition among vendors,
- offers a management infrastructure to support the customer, and
- presents the customer with control over key aspects of the process.

## VENDOR SERVICES

The following labor categories are available under this contract:

### **Admin 1: Entry-Level Administrative Assistant**

Performs basic level administrative functions including general clerical work.

### **Admin 2: Administrative Assistant**

Performs administrative and office support activities that require an ability to multi-task and assist multiple NIH employees at once.

### **Admin 3: Senior Administrative Assistant**

Performs complex administrative tasks and will typically be supporting senior staff.

### **Admin 4: Executive Assistant**

Performs administrative duties for executive management.

## SMALL BUSINESS VENDORS

Ace Info Solutions, Inc.	Focused Management, Inc.
Advanced Automation Tech	GAP Solutions, Inc.
Alutiq International Solutions	Global Consulting Services
Amex International	Global Solutions Network
Aquiline Inc.	Healthcare Resource Network
Beacon Associates	Intaset Technologies
CCI Staffing	InuTeq, LLC
Coastal Management Solutions	MES
Contemporaries	MRF Consulting, LLC
DOMA Technologies, LLC	Staffing Alternatives, Inc.
Dynamic Systems Technology	VETS
Exhibit Arts, LLC	VMD Systems Integrator
Federal Solutions, Inc.	

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Visit us at the LTASC Website!

<http://LTASC.od.nih.gov>

## HOW TO PLACE AN ORDER AGAINST LTASC

### *The basic acquisition process is described below:*

1. The IC customer and its COAC create a Task Order Request Package (TORP) using the eGOS application accessed from the LTASC website.
2. The TORP is routed to the LTASC Program Support team via eGOS for review and released to vendors.
3. Vendors submit proposals (typically resumes of administrative support personnel and pricing information) via eGOS.
4. IC reviews proposals and selects the Awardee.
5. The IC awards the task order (vendor starts work once the task order is signed).