

# LTASC III

Long Term Administrative Support Contract

## PERIOD OF PERFORMANCE:

5 Years

## EFFECTIVE DATE:

October 11, 2021

*LTASC III is a multiple award, IDIQ contract vehicle, providing customers across all ICs long-term clerical and administrative support services on a task order basis.*

## LABOR CATEGORIES AVAILABLE

### ADMIN 1

Performs basic- level administrative functions including clerical work.

### ADMIN 3

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

### ADMIN 2

Performs support activities that require an ability to multitask and assist multiple employees at once.

### ADMIN 4

Performs administrative duties for executive management.

## BENEFITS OF USING LTASC III



Satisfies part-time and full-time administrative support needs on a long-term basis, a minimum of 12 months



Provides qualified and cost-effective personnel through competition among Contractors



Presents the customer with control over key aspects of the process



Offers a management infrastructure to support the customer



Promotes the small business goals set forth by the NIH



Available to all the NIH ICs

## HOW TO PLACE AN ORDER

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1. The IC customer and its acquisition office create a Task Order Request Package (TORP) using eGOS, accessed from the LTASC website.
2. The TORP is then routed to the LTASC Support Team via eGOS for review and released to Contractors.
3. Contractors submit questions and proposals via eGOS.
4. IC customer evaluates Offerors' submissions and selects the Awardee.
5. The IC customer's acquisition office processes the task order award and the LTASC Support Team emails a signed Award Letter to the Awardee.

### SMALL BUSINESS CONTRACTORS:

1. **Advanced Automation Technologies, Inc. (75N98021D00021)**
2. **Brandan Enterprises, Inc. (BEI) – (75N98021D00022)**
3. **Chickasaw Strategic Pointe, LLC (75N98021D00028)**
4. **Chiricahua-Logical JV, dba C-L JV (75N98021D00023)**
5. **Contemporaries, Inc (75N98021D00016)**
6. **Destiny Management Services, LLC (75N98021D00024)**
7. **EDJ Associates, Inc (75N98021D00025)**
8. **Fidelity Decypher Services, LLC (FDS) (75N98021D00026)**
9. **MPZA, LLC (75N98021D00027)**

