

# LTASC II



Long-Term Administrative Support Contract

## Period of Performance: 1 Base Year + 4 Option Years

LTASC II are multiple award IDIQ contracts providing customers across all ICs long-term clerical and administrative support services on a task order basis.

## Labor Categories Available

### Clerk 1

Performs a few clearly detailed procedures in performing simple repetitive tasks.

### Clerk 2

Performs a number of specific procedures in completing several repetitive clerical steps.



### Admin 1

Performs basic-level administrative functions including clerical work.

### Admin 2

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

### Admin 3

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

### Admin 4

Performs administrative duties for executive management.

## How to Place an Order

1. The IC customer and its COAC create a Task Order Request Package (TORP) using the eGOS application accessed from the LTASC II website.
2. The TORP is routed to the LTASC Program Support Team via eGOS for review and released to Contractors.
3. Contractors submit questions and proposals (typically resumes of support personnel and pricing information) via eGOS.
4. IC customer and its COAC review proposals and select the Awardee.
5. The IC customer's COAC processes the award and the LTASC II CO emails the award to the Awardee.

## Small Business Contractors

- Advanced Automation Technologies, Inc.
- Brandan Enterprises, Inc.
- Chenega Support Services
- ConTemporaries, Inc.
- CTR Management Group – GAP Solutions Joint Venture
- Dynamic Systems Technology, Inc (DysTech)
- Edward Project Solutions
- Eyak Development Corporation
- Federal Solutions Group, Inc.
- Global Consulting Services of MD, LLC
- Global Professional Solutions, Inc.
- MAIC, Inc.
- MIRACORP, Inc.
- Paragon TEC, Inc.
- Staffing Alternatives Inc. (SAI)
- T and T Consulting Services, Inc.
- Technologist Corporation

## Benefits of Using LTASC II



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



is available to all ICs in all locations



promotes the small business goals set forth by the NIH



provides qualified and cost-effective personnel through competition among Contractors



offers a management infrastructure to support the customer



presents the customer with control over key aspects of the process

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