

**GENERAL ADMINISTRATIVE SUPPORT SERVICES FOR GOVWORKS
AND ITS CIVILIAN AND DEFENSE AGENCY CLIENTS 8(a) IDIQ**

SCOPE: The contractor shall provide for a wide range of administrative support services, from general office support, professional and clerical, to complex logistics and facilities management efforts. Such support shall include, but shall not be limited to mail room operations, reprographics, mailing list management, facility management and ongoing support, property inventory and control, reception desks and call centers, clerical and secretarial support, human resources support, meeting planning and writing, graphics and publications support. Administrative support services shall be performed in support of the GovWorks Directorate and its various Civilian and Defense clients as necessary.

PERIOD OF PERFORMANCE: April 11, 2006 – April 10, 2011

CONTRACT TYPE: This is a Multiple Award Indefinite Delivery Indefinite Quantity (IDIQ) competitive 8(a) set aside. All task orders will be competed among the contract holders for an award within 3-4 weeks.

Contract Number	Contractor	Contractor Website
1406-04-06-CT-39701	Advantage Professionals (Autonomic Resources)	http://www.autonomicresources.com
1406-04-06-CT-39702	Droidan	http://www.droidan.com
1406-04-06-CT-39703	GAP Solutions	http://www.gapsi.com
1406-04-06-CT-39704	Martek Global Services	http://www.martekglobal.com
1406-04-06-CT-39705	NW Systems	http://www.nw-systems.com/index.asp
1406-04-06-CT-39706	Hawley-Thomas Enterprises	http://www.waltonthomas.com/gsa.htm
1406-04-06-CT-39707	Washington Technology Group	http://www.washtechgroup.com
1406-04-06-CT-39708	Williams-Gonzales Joint Venture VI	http://www.gcs-usa.com

Please note that contract holders are all 8(a) vendors, and any small business award credits will be returned to the funding agency client through the Federal Procurement Data System – Next Generation (FPDS-NG).

Contact for Federal Clients: NewBusiness@agd.nbc.gov Phone: 703.964.8800

Other IDIQs are available. Please ask us for additional details.