



# ARCTARA GOVERNMENT SERVICES, LLC

## Capabilities Statement

Administrative, program, and contract support for federal execution

### Company Overview

Arctara Government Services, LLC provides structured administrative, operational, and program support that helps federal agencies and prime contractors keep work organized, documented, and on schedule. We support contract execution with responsive coordination, SOP-driven workflows, deliverable tracking, and documentation built for federal environments.

Best-fit support: administrative support, program support, office operations, transition support, documentation control, task tracking, budget support, and contract administration support.

### Core Capabilities

#### Administrative and Program Support

- Executive and administrative support
- Meeting coordination, notes, and action tracking
- Records management and document control
- Scheduling, correspondence, and workflow support

#### Operations and Office Management

- SOP and work instruction development
- Task tracking and recurring status reporting
- Coordination, logistics, and office support workflows
- Stand-up support for new support processes

#### Contract and Acquisition Administration

- Deliverable tracking and compliance support
- Contract file organization
- Meeting minutes and action-item follow-up
- Performance documentation support

#### Financial, Facilities, and IT Support

- Budget execution tracking and reconciliation support
- Invoice and administrative financial support
- Work order and service coordination
- Tier 0/1 help desk intake, triage, and knowledge-base support

### Company Data

UEI	R5Q1B1SQ75Q5
CAGE	195X7
SAM.gov	Active
Status	WOSB / EDWOSB
Website	arctarafederal.com
Email	info@arctarafederal.com
Phone	(435) 360-1295

### Differentiators

- SOP-driven execution and repeatable workflows
- Single accountable point of contact
- Documentation discipline aligned to oversight needs
- Fast response to market research and subcontract inquiries
- Flexible support model for recurring or surge requirements

### NAICS

Primary  
541611 - Administrative Management and General Management Consulting Services

Secondary  
561110 - Office Administrative Services  
561210 - Facilities Support Services  
541219 - Other Accounting Services  
541513 - Computer Facilities Management Services  
541519 - Other Computer Related Services

#### Who we support

Federal agencies, mission support offices, program offices, and prime contractors.

#### How we engage

Prime support, subcontract support, staffed support, and project-based support.

Administrative and program support built for federal contract execution.