



ARCTARA GOVERNMENT SERVICES, LLC

WOSB / EDWOSB

SAM.gov Active

Capability Statement | Federal Mission Support and Operational Services

Federal mission support and operational services built for organized, documented execution.

Arctara Government Services, LLC supports agencies and prime contractors with responsive staffing, SOP-driven workflows, deliverable tracking, service coordination, and oversight-ready documentation. Our model covers administrative operations, finance and acquisition support, IT help desk support, facilities coordination, and field service delivery such as custodial and grounds support.

CORE CAPABILITY LANES

Administrative and Program Support

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

Finance and Acquisition Support

- Budget execution tracking and reconciliation support
- Invoice review and administrative financial support
- Contract file organization and deliverable tracking
- Purchase and acquisition documentation support

IT and Help Desk Support

- Tier 0/1 help desk and end user support
- Ticket triage, troubleshooting, and resolution support
- Account, access, device, and software support
- Knowledge-base and SOP support
- IT asset, access, and service coordination workflows

Facilities, Janitorial, and Grounds

- Facilities support and work order coordination
- Janitorial and custodial services
- Restroom restocking, trash, recycling, and supply control
- Landscaping, grounds upkeep, debris removal, and seasonal cleanup

WHY ARCTARA

Execution discipline

Structured coordination, documentation control, and recurring status reporting for federal environments.

Operational range

Admin, finance, IT, facilities, custodial, and grounds support under one small-business platform.

Single POC

Clear ownership for schedule, quality, issue resolution, communications, and customer follow-up.

Staffing flexibility

Can recruit local staff, manage recurring work, or support primes with targeted subcontract execution.

DELIVERY APPROACH

Staffed Support

Recruit and manage qualified staff for recurring work while Arctara maintains schedule control, quality checks, documentation, and federal-facing communication.

Subcontract Support

Coordinate scope, schedule, deliverables, logs, issue resolution, and customer reporting as a dependable small-business subcontractor or prime partner.

Contract-Ready Support

Compliant staffing, onboarding, safety documentation, quality tracking, supply control, and invoice-ready service records to support federal oversight and performance requirements.

MISSION SUPPORT FOCUS

Arctara delivers disciplined mission support across administrative, finance, IT, facilities, and field-service requirements, giving agencies and prime contractors one responsive partner for organized, documented, and oversight-ready execution.

CONTRACTING DATA

UEI	R5Q1B1SQ75Q5
CAGE	195X7
STATUS	WOSB / EDWOSB
SAM	Active
WEB	arctarafederal.com
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BEST-FIT OPPORTUNITIES

- Administrative and program support
- Financial and acquisition support
- Contract administration support
- Tier 0/1 IT help desk support
- Facilities support services
- Janitorial and custodial services
- Landscaping and grounds support
- Prime and subcontract support roles

NAICS

541611	Administrative Management and General Management Consulting
561110	Office Administrative Services
561210	Facilities Support Services
561720	Janitorial Services
561730	Landscaping Services
541219	Other Accounting Services
541513	Computer Facilities Management
541519	Other Computer Related Services

ENGAGEMENT MODELS

Prime contractor support
Subcontract support
Staffed support
Recurring operational services
Project-based stand-up support