

**INFOTEK**

## The Infotek Business Management Advantage

Small companies all too often cannot afford full-time employees in Contracts, Proposal Management and Human Resources. Infotek offers these services on a retainer basis with personnel who have “been there, done that” experience. Small Business can tap into this experience for a fraction of the cost of full-time personnel. Utilizing this experience early on in the company formation will assist in establishing a firm foundation for the company.

## Who are we?



Our Business Management Services division includes a core team of contract administrators, human resource specialists, technical recruiters, and proposal managers. We maintain a consulting team that is available to accommodate the varying needs of new and emerging small businesses interested in extending their business capabilities.

Infotek differentiates its services and performance from other firms by adhering to a disciplined approach for our clients' business management needs and leveraging knowledge and experience in certifications, contracts, proposals, pricing & negotiations, indirect rates and human resources.

## Our Capabilities:

### Small Business and 8(a) Certifications

- Prepares certification packages for 8(a) and state and local governments
- Prepares small and disadvantaged certifications for commercial customers with diversity programs
- Prepare GSA Schedule

### Contract Management

- Day to day administration of all types of contracts
- Management of multiple task order delivery
- Preparation of contract budgets and estimates to complete
- Preparation of Policies and Procedures

### Proposal Preparation

- Proposal management and coordination
- Technical Writing
- Conformance matrices to RFP requirements
- Establishment of proposal procedures to include bid-no-bid

### Indirect Rate Establishment

- Set-up various cost pools
- Defining allowable non-allowable cost for government
- Establishing firewalls between government and commercial business

### Pricing and Negotiations

- Prepare proposal cost volumes
- Negotiate contract award and change orders
- Negotiate with vendors for best price and terms

### Human Resources

- Prepares and files required reports such as VETS100, EEO Affirmative Action
- Works to structure best benefits package to fit within cost structure
- Prepare Employee Handbooks, Policies and Procedures.

**For More Information Contact:**  
**Infotek International, Inc.**  
122 Smallwood village Center  
Waldorf, MD 20602  
(T) 301-843-6000 \* (F) 301-870-4681  
[www.infotek-intl.com](http://www.infotek-intl.com)  
[contact@infotek-intl-com](mailto:contact@infotek-intl-com)