



**CABEZON**  
GROUP

[www.cabezongroup.com](http://www.cabezongroup.com)

# Administrative Support Services

Knowledge • Experience • Dedication

## Professional and Reliable Personnel

Cabezon Group can meet the business needs of your organization by providing reliable personnel, equipped with the right training.

With a wide range of qualifications and experience, our administrative services personnel can support any project, initiative or program, improving its efficiency and helping to fulfill your agency's mission.



### Specific benefits of our administrative support services include:

- Accuracy and high-productivity whether onsite or performed remotely
- Cost-effective means of extending your staff and increasing capabilities
- Allow in-house staff to focus on what they do best
- Quickly increase the size of your team to meet peak or unusual program demands

## Administrative Support

Administrative support requirements vary to meet the range of services required by our clients. Our professional support staff can fill a broad range of roles, including but not limited to:

### Supervisory staff

Supervisory staff manages teams and schedules to meet deadlines, and implements new procedures to improve productivity and delivery. In addition, our supervisory staff directs and oversees support staff while developing and managing work plans. We ensure phases of project plans are implemented and your deadlines are met.

### Secretarial and clerical services

Our staff organizes and assists with the day-to-day operations within your office. We can perform our support either on-site or remotely. Our remote support option is a cost-effective solution, which relieves you of having to supply space or equipment. Our staff is experienced in the most up-to-date business applications and will quickly adapt to your organization's practices.

### Supervisory assistants

Our supervisory assistants work closely with program managers and supervisors to address specific requirements and needs.

## Data entry

We can quickly assemble teams of data entry support personnel who can understand your environment and requirements. Our staff organizes your data and enters it efficiently and correctly.

## Transcription and word processing support

Our staff produces correspondence, reports and other important documents. We have broad experience with business productivity software and will get your documents produced quickly.

## Records management

Our team manages, tracks and retrieves your program's records following all required protocols.

## Meeting support

We help with all the small details of organizing big events. Whether you need to extend your staff to assist with registration, help desk support, distributing meeting materials or any other meeting task – we can help.

## Information research

Our research personnel perform searches on specific topics from a wide range of sources and compile findings to give you the answers you need.

## Highlighted Engagement

### Federal Emergency Management Agency Assistance to Firefighters Grant (AFG) Program

The AFG Program awards one-year grants directly to fire departments and nonaffiliated emergency medical services (EMS) organizations to enhance their abilities with respect to fire and fire-related hazards. A total of \$2.75 billion in grants have been awarded since the program's inception, and the program receives an average of 25,000 applications a year. As part of our overall support of the program, we provide a broad range of administrative assistance to grant managers and program staff. Our staff has become an integral part of the day-to-day operations of the program assisting in areas of records management, information research, data entry and supervisory support. Our team directly contributes to the efficiency and success of this highly respected competitive grant program.

## Key Administrative Support Clients

**U.S. Department of Health and Human Services**  
Health Resources and Services Administration  
National Institutes of Health

**U.S. Department of Homeland Security**  
Federal Emergency Management Agency

## Contract Vehicles

- SBA 8(a) Program
- GSA IT Schedule 70 (GS-35F-06645)
- GSA AIMS Schedule, Group 541 (GS-07F-0464T)
- BPA – FEMA/DHS (HSFEHQ-07-A-0001)
- IDIQ – SAMHSA – Domains 9 & 10 (HHSS28332007000651)
- IDIQ – HHS Program Support Center (HHSP23320095609WC)

## About Cabezon Group

Cabezon Group is an established 8(a) firm delivering professional services critical to the success of complex federal, state and local government programs. Our clients rely on our knowledge, creativity and in-house technical capabilities to provide insightful solutions that improve their programs at any phase. From concept to execution to post-program analysis, we turn policy into outcomes. In short, we are your policy outcome partner.

## Contact Us

For more information about our flexible Administrative Support Services, please contact:

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