

Cancellation & Rescheduling

The Government must notify SSI of cancellations or rescheduling at least sixteen (16) hours before the assignment begins.

If the assignment is cancelled or rescheduled with less than sixteen (16) hours notice, the Government shall be liable for a minimum of four (4) hours billing if the employee reports for work.



Guarantee & Replacement

In the unlikely event the Government is not satisfied with the performance of SSI's employee, SSI will promptly send a qualified replacement.

If an employee is sick or unable to report to work, SSI will notify the Government and, if required, a suitable replacement will be sent.

To place an order, please call:

Tel: (703) 739-8898
E-Mail: ssi@ssibizsol.com

Follow-Up Support

SSI's regular follow-up services include:

- Telephone calls to monitor arrival and quality of work
- Ongoing e-mail correspondence with clients
- Written performance evaluations
- Personal visits to the work site
- A dedicated account team

Orders, Invoices & Payments

SSI's office is equipped with the latest technology to quickly respond to your orders via telephone, facsimile, e-mail, or Internet at <http://www.ssibizsol.com>. On-line access to contract ordering information is available through GSA Advantage! (<http://www.gsaadvantage.gov>) or via a link from SSI's website. Orders should include the skill requirement, length of assignment, starting date and time, location of the assignment, supervisor's name and contracted dollar amount.

A time card signed by the employee and the Government is the basis for SSI's invoice. Invoices are submitted weekly. Payments may be made by check, electronic funds transfer or credit card.

Geographic Coverage

SSI's nationwide sourcing capabilities and ability to deliver quality service have allowed clients to meet their project support objectives in varied locations. SSI provides services throughout a wide geographic area including national and international locations.

Company Data

Establishment Code (DUNS#)	82-532-3371
Woman-Owned Small Business	Yes
Minority-Owned Business	Yes
Taxpayer ID Number (TIN)	54-1705553
CAGE Code	04RP5

SSI Business Solutions



**GSA Schedule
 Temporary Administrative and
 Professional Support Services**

Washington Metropolitan Area

Contract Number GS-07F-0032N

FSC Class: 736 III

Contract Period: 10/01/02 to 09/30/07



We Accept Government Purchase Cards!

Phone: (703) 739-8898
 Fax: (703) 837-0942
 E-Mail: ssi@ssibizsol.com

Don't forget to bookmark us!
Web Site: <http://www.ssibizsol.com>

Company History

SSI Business Solutions (SSI) is a professional service company focusing on Human Capital Management, Workforce Procurement and Staff Augmentation, IT Solutions and Business Improvement Services.

Since 1994, SSI has successfully delivered quality, value-added solutions to public- and private-sector clients nationwide. Our dedication to excellence is reflected in our numerous achievements including the *Small Business Person of the Year* award for the District of Columbia in 2004 from the Small Business Administration, the *Woman Owned Business of the Year* award from the USDA and being named one of the *Top Diversity Owned Businesses* from Div2000.com, an e-business solutions provider.

SSI serves clients through distinct business units for specialized needs, interfacing and aligning divisions as necessary for those clients requiring more comprehensive services.

Scope of Services

- **Administrative Support and Clerical**
- **Automatic Data Processing**
- **Information and Arts**
- **Material Handling and Packing**
- **Technical and Professional**

Special Terms

- **Discounts:** *Prices are net after discount.*
- **Quantity Discounts:** *None*
- **Prompt Payment:** *Net 30*
- **Government Commercial Credit Card:** *Accepted for any order, with a maximum payment interval of 30 days.*
- **Time of Delivery:** *Monday - Friday, except Government holidays*

Partial Client List

- City of Alexandria
- Defense Contract Audit Agency
- Defense Logistics Agency
- EG&G Technical Services
- General Services Administration
- National Institute of Health
- Naval Research Laboratory
- Small Business Administration
- U.S. Department of Commerce
- U.S. Department of Defense
- U.S. Department of Labor
- U.S. Department of State



SIN 736 1 – Administrative Support and Clerical	
Accounting Clerk I – IV	Personnel Asst. I – IV
Duplicating Machine Operator	Procurement Clerk
General Clerk I – IV	Scheduler, Maintenance
Housing Referral Assistant	Secretary I – V
Key Entry Operator I, II	Supply Technician
Medical Secretary	Switchboard Op./ Receptionist
Order Clerk I, II	Travel Clerk I – III
Word Processor I – III	

Note: Hourly rates available upon request.. Please call or e-mail for rates outside the Washington DC Metro area.

SIN 736 2 - Automatic Data Processing	
Computer Data Librarian	Help Desk Technician
Computer Operator I – V	Network Administrator
Computer Programmer I – IV	Network Engineer
Computer Systems Analyst I – III	Telecom Specialist
Database Manager	Software Tester
Web Developer	

SIN 736 3 – Material Handling and Packing	
Logistic Mgmt. Specialist	Store Worker
Material Coordinator	Stock Clerk (Shelf Stocker, Store Worker II)
Order Filler	Tools and Part Attendant
Shipping/Receiving Clerk	Warehouse Specialist

SIN 736 4 – Information and Arts	
Audiovisual Librarian	Library Technician
Librarian	Photographer I – V

SIN 736 5 – Technical and Professional	
Accountant I – V	Management Analyst
Audit Specialist	Market Research Analyst
Budget Analyst I – V	Marketing Specialist
Contract Specialist I – V	Paralegal/Legal Asst. I – IV
Drafter I – IV	Personnel Analyst/Occupational Analyst
Engineering Technician I – VI	Program Analyst/Project Mgr.
Environmental Technician	Project Assistant
Financial Analyst I – V	Public Affairs Specialist
Graphic Artist/Desktop Publisher	Quality Assurance/Quality Control Inspector
HR Specialist/Quality of Life Specialist	Researcher
Instructor	Social Worker
Lawyer	Technical Writer