



Clason Point Partners

Capabilities Summary



Major Services:

- Program Management
- Business / Administrative Support
- Logistics Support Services
- IT Support Services

SBA Certified 8(a) Small Business

Clason Point Partners Inc. was founded in January of 2011 and is an SBA 8(a) certified small disadvantaged business.

DUNS NUM: 96 638 1951

CAGE Code: 69P12

Primary NAICS Codes:

541330, 541511, 541512,
541513, 541611, 541614,
541618 561110

Contract Vehicles:

SeaPort-E SeaPort NxG
GSA STARS II, Sched 70
CIO SP3 SB, FAA eFAST

NYS MWBE & NYC MBE

CAPABILITIES

- Project Management
- Administrative Services
- Logistics Support
- Call Center Operations
- Help Desk Support
- Inventory \ Asset Mgmt.
- Requirements Analysis
- Documentation & Testing
- Information Architecture & Data Management
- Application Design & Dev

CONTACT:

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Administrative, Logistical and IT Support Services

Clason Point Partners Inc., "CPP", is an award-winning government services management company, focused on the delivery of standards based, best of breed solutions and services for our customers. CPP provides a wide range of services to both the commercial and government markets, including Information Technology, Logistics, Administrative and Acquisition Support. Through our exceptional team of skilled employees and technology partners, we can rapidly deploy teams of proven experts in a timely, professional and cost-effective manner. CPP has the focus and expertise to deliver "right-size" technical solutions across a wide array of technologies and platforms.

CPP services include program management, contract support, data analysis and financial management. CPP can provide acquisition support in the areas of technical oversight and verification, administration and reporting. In the area of Logistics, we provide experienced personnel for inventory management, shipping \ receiving and purchasing. Our IT support services include: Applications Design & Development, Testing, Help Desk support and Call Center Operations.

CPP holds several contract vehicles including: NAVY SeaPort-e and Seaport - NxG, NIH's CIO SP3 and GSA GWACs STARS II and IT Sched 70, FAA's eFAST .

Customers

Defense Manpower Data Center (DMDC) CPP provides administrative and technical support services at DMDC offices across the US. including: Administrative Support for Director Level Staff, Correspondence Management, Graphics Support, SharePoint Content Management, Reception and Conference Center Support and support for DMDC's Investigative Records Repository

NAVSUP FLC Norfolk Hazardous Material (HAZMAT) and Advanced Traceably and Control (ATAC) CPP currently provides Logistics, Transport and Warehouse Management Support Services to ATAC.

Commander, Navy Air Force Reserve (CNAFR) Logistic Management Specialist Services CPP provides management, technical and logistics support analyst services to the Naval Aviation Enterprise (NAE) and Naval Aviation Maintenance Program (NAMP).

Marine Corps Systems Command (MCSC) Office of the Command Information Officer (OCIO) As a sub-contractor, CPP personnel support MCSC's requirement for multiple Information Technology (IT) support services including Service Desk Services, Web Development Administration, IT equipment warehousing and asset management, Video Teleconference and Command Conference Room support.

Marine Corps Recruiting Command Headquarters, Quantico, VA As a sub-contractor, CPP personnel support the certification and accreditation process for the Recruiting Command Enterprise Network (RCEN) in accordance with DoD, Department of The Navy (DoN), and USMC security policies and requirements.

Aviation Flight Test Directorate (AFTD) CPP provided Logistical Support Services to the Aviation Flight Test Directorate at the Redstone Test Center (RTC), AL. CPP 's areas of support included: Reception and Visitor Control, Shipping and Receiving, Property Book Management (Inventory and Administration).

U.S. Army Communications-Electronics Research, Development and Engineering Center CPP piloted an RFID based asset management system to automate the tracking of assets in and out of secure labs.

Army Corps of Engineers CPP was awarded a Multiple Award Task Order Contract (MATOC) for Systems Development





ISO 9001

QUALITY MANAGEMENT



CPP's Commitment to Success through Quality

CPP has an experienced management team, an established corporate infrastructure and service delivery processes to manage, monitor and deliver quality production \ services as a prime or subcontractor.

Our management processes include: performance monitoring; preventing and/or correcting quality issues; and qualitative measures of performance to ensure we meet Acceptable Quality Levels (AQLs). Our methods are managed by our ISO 9001:2015 certified Quality Management System which provides proven, repeatable procedures for measuring performance. We employ these processes to ensure comprehensive quality management, reliable outcomes and continuing improvement.

Past Customers:

CPP Team members have provided management and technical support for a wide range of customers in both the commercial and government sectors. These include:
HealthMarket, Inc.

Employee Family Protection, Inc.

US Air Force, PM- DCGS-AF

US Navy, Aircraft Wiring Support Equipment Commodity (AWSEC)

US Army, PM- DCGS-A

US Department of Veterans Affairs

US Department of Agriculture, Natural Resources Conservation Service

CPP Service Areas

Program Management

CPP team members have previous experience supporting Government Agency information systems initiatives. CPP PM Personnel combine strong technical backgrounds with formal project management and service delivery training and certification. Our PM staff are experienced in the creation of WBS and Project plans from requirements, as well as tracking and reporting schedules, milestones and managing risks. They are experienced in performing requirements analysis and technology reviews and risk assessments. We always explore the alternative solutions, balancing industry standards and best practices against customer performance requirements within the parameters of costs and risk.

Administrative & Logistical Support

CPP understands the need for efficiency and procedural integrity required for servicing management reporting mandates. CPP works with our customers to ensure that all employees are fully trained in the processes, procedures and safeguards to ensure that proper Records Management processes regarding access, storage and retention are fully complied with in an expeditious manner while following all security protocols to ensure the proper handling of all stored data. Currently CPP Personnel provide a wide range of administrative support functions including:

- Administrative Support for Senior Management.
- Clerical and administrative support including preparing financial and meeting reports
- Records Management including receipt, transmittal, storage, accountability and destruction of classified material
- Conference Room and VTC Scheduling, Support and Administration
- Receiving and sorting mail to the facility,
- Telephone reception coverage

Security

CPP currently provides Security Administration Support personnel responsible for receiving / reviewing visit requests, entering visit requests into a database for tracking and inputting access rights into the facility control system. Checking visitors into the facility, issuing visitor badges and retrieving them at the completion of the visit; monitoring access cameras, control gates and doors remotely; in-processing new personnel to the facility; and issuing garrison and CAC Cards in conjunction with base security personnel.

Warehouse Operations and Inventory

CPP Personnel use warehouse management systems to obtain real-time inventory levels and capture inventory usage. CPP supports NAVSUP FLC Norfolk's mission in preparing and arranging materials and products in bulk and non-bulk forms for distribution or storage; moving and loading or unloading equipment, materials, and products; driving forklifts and related material-handling machinery and equipment. The work includes: requirements determination and forecasting, distribution or redistribution of material, procurement authorization, inventory and management of stored assets.

IT Support

CPP provides experienced teams of IT professionals with a track record of providing system-level support of multi-user operating systems, hardware and software tools, including installation, configuration, maintenance, and support of these systems. We have extensive experience linking and integrating disparate data sources and delivering content via web services. Our team members will prepare detailed flow charts and diagrams outlining systems capabilities and processes as well as writing and maintaining system documentation. They possess the technical depth and experience to analyze and evaluate present or proposed business procedures or problems to define data processing needs. Specifically, we will:

- Provide Help Desk / Call Center Support
- Plan, implement, test, and troubleshoot system software.
- Determine computer problems and coordinate hardware and/or software solutions.
- Write technical instructions in the use of programs and/or program modifications.
- Determine the nature of computer hardware and systems software problems, communicate technical guidance and information to users.
- Maintain confidentiality regarding the information being processed, stored, or accessed by the network.

