

Corporate Overview

2bFocused has a proven track record of excellence in administrative support, event planning, and communications services. With **25 years of experience** managing over **1,300 full-time employees (FTEs)**, our executive team ensures that every contract is executed with precision, efficiency, and the highest level of proficiency.

For the **United States Naval Research Laboratory (Contract No. N00173-22-G-2001)**, we provide **comprehensive administrative and clerical support services** under multiple task orders. Our dedicated staff is responsible for a wide range of administrative functions, including **word processing, SharePoint file management, and stakeholder communications**. Additionally, we support **document preparation, presentation design, correspondence drafting, and event logistics**. Our clerical personnel also handle **escort coordination, travel arrangements, and name tag preparation**, ensuring seamless operational support.

Similarly, for the **Bureau of Engraving and Printing (Contract No. 2031ZA23Q00304)**, we assist the **Office of Enterprise Solutions (OES)** with a variety of **administrative and project management tasks**. Our support staff is responsible for **managing correspondence, preparing meeting agendas, publishing internal announcements, tracking reports and performance metrics, and maintaining SharePoint files**. We also facilitate **workflow optimization and stakeholder engagement**, ensuring smooth and efficient administrative processes.

2bFocused has consistently received **outstanding feedback** for its commitment to **Quality, Delivery, Cost Control, and Management** in executing administrative support contracts. Our ability to adapt to diverse client needs and provide highly skilled administrative professionals underscores our reputation for delivering superior service across federal agencies.

Differentiators

Hyper-responsive to client needs. Our focus is anticipating and mitigating adverse behaviors, managing areas for improvement, and delivering immediate conflict resolution whenever necessary.

Technical Specialists. We have in-house specialists for every division of work, from recruiting, workforce planning, as well as cross-training, operational oversight and quality assurance.

Robust Teaming Partners strengthen our capabilities and past performance to provide timely deliverables and facilitate quality service.

Advanced Technology Platform. We provide a comprehensive solution for HR, Training, Recruitment, Invoicing, Performance Management, and Time Tracking, integrating automation, real-time analytics, and seamless workforce management to enhance efficiency and productivity.

Past Performance

Our proactive, objective, and disciplined work ethic has resulted in consistent business from each of the organizations listed below.



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Services

- **Administrative/Clerical, Staff Augmentation, HR, and Program Management**
Seamless Transitions to Ensure Business Continuity, Customer Support Services, Disaster Readiness
- **Acquisition Support, Records Management**
Document Review, Policy Compliance, Information Collection, FOIA, Document Preparation Services
- **Event Planning**
Presentation and Marketing Design/Creation, Travel Arrangements, Correspondence/Vendor Management, Location Setup, Attendee Packets, Vendor Escorting, Follow-up Activities, and Reporting
- **Productivity and Utilization Metrics**
Business Assessments, Process Reengineering, Legacy Improvements, Tailored Operations Protocols, Document Management, Workflow Systems, File Management
- **Professional Development Training**
Leadership, Organizational, Executive Coaching, MS Office Training, Software and SharePoint

Corporate snapshot

- **UEI:** KQBULU8FUUL8
- **CAGE Code:** 7QC98
- **GSA MAS:** 47QREA22D000S
- **SeaPort Next Generation:**
(Sub to Exigent Services, LLC)
- **Primary NAICS:** 541611 (Administrative Management and General Management Consulting)
- **Additional NAICS:** 561110, 541513, 541519, 561210, 541690, 561439, 561320, 561720, 611430
- **Socio-Economic:** SBA 8(a), EDWOSB, MW/SBE
- **Place of Performance:** CONUS/OCONUS

