



ASSURED CLERICAL SUPPORT LLC

Veteran-Led | Bilingual | 24/7 Operations | FEMA-Ready

469-855-9403

ben.reyes@assuredcsp.com

P.O. Box 644, Allen, TX 75013

Assuredcsp.com

CAPABILITY STATEMENT

COMPANY OVERVIEW

Assured Clerical Support LLC is a veteran-led, SBA-registered small business providing comprehensive administrative, clerical, and business support services to federal agencies, state and local governments, and prime contractors. Based in Allen, Texas, we specialize in scalable, bilingual (English/Spanish) support with 24/7 operational capability. Our team is trained and ready to deploy rapidly in support of FEMA disaster response, recovery operations, and emergency management programs nationwide.

CORE COMPETENCIES

- Disaster Helpline / Call Center Support
- FEMA Individual Assistance (IA) Processing
- Data Entry & Records Management
- Document Preparation & Processing
- Translation & Interpretation (EN/ES)
- Claims Intake & Adjusting Support
- Scheduling & Appointment Coordination
- Administrative & Office Management

KEY DIFFERENTIATORS

- Veteran-Led Small Business
- Fully Bilingual: English & Spanish
- 24/7/365 Operational Availability
- Rapid Deployment Within 48-72 Hours
- Scalable Workforce for Surge Capacity
- FEMA ILP & SAM.gov Registered
- Remote & On-Site Capabilities
- Trained in Federal Compliance Standards

COMPANY DATA

NAICS CODES

561421	Telephone Answering Services
561422	Telemarketing & Contact Centers
561110	Office Administrative Services
561410	Document Preparation Services
541930	Translation & Interpretation
524291	Claims Adjusting
561499	All Other Business Support

PSC CODES

R699	Admin Support: Other
R799	Mgmt Support: Other
R708	Mail/Messenger/Linguist Svc
R702	Data Collection Services
R426	Language Services

REGISTRATION DATA

UEI:	KK57VZD3LSM3
CAGE/NCAGE:	1Z9W7
Business Type:	Small Business
Ownership:	Veteran-Led
SAM Status:	Active
Set-Aside:	SB (Small Business)
HQ:	Allen, TX 75013

RELEVANT EXPERIENCE & CAPABILITIES ALIGNMENT

Assured Clerical Support LLC maintains full operational readiness to support federal disaster response and recovery efforts. Our workforce is prepared for rapid deployment to support FEMA Individual and Public Assistance programs, disaster survivor helplines, case management, data entry, and bilingual community outreach. We are positioned to serve as a subcontractor or prime on task orders requiring administrative surge capacity during presidentially declared disasters.