



Facility Clearance: Yes
CAGE: 6J8D3
DUNS: 969026165

NAICS Codes: 541611, 541612, 541110, 561320, 611430, 561492, 541511, 541330, 541512, 541513, 541519, 541690

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Company Profile: **SBA 8(a)**
SBA WOSB
EDWOSB
Minority Owned
Small Disadvantaged Business
DCAA Approved Accounting System

JI-SOLUTIONS LLC. Is an **8(a)** and WOSB company that provides several professional administrative and management services, and technical solutions. We represent the collective knowledge of highly trained project managers and technical consultants who hold degrees in business administration, engineering, telecommunications, and computer science.

SERVICES

Administrative and Management Support Services

- **Acquisition Support**
 - Pre award
 - Post award
- **Program Management Office**
 - OMB 300 Support
 - CPIC Support
- **Technical Writing**
- Verification and Validation
- **Compliance Audits and Findings Report**
- **Business Analyst**
 - FOIA Support
 - Contract Administrationsupport
- **Human Resource Support**
 - Job Position Descriptions
 - HR Policy Development
- **Administrative Support**

Software Engineering and Integration Services

- **Project Management**
- **System Engineering**
 - Configuration Management
 - Quality Assurance
- **Software Dev / Integration**
 - Java, Web Services, Database Administration, SharePoint
- **Cyber Security**
 - Information Assurance
 - FISMA / Security Assessments
 - Network defense, intrusion detection, and prevention
 - Commvault Support Service

IT Support Services

- **Local Area/Wide Area Network**
 - Installation maintenance, backup and administration
 - Desktop Support
- **nTier Help Desk Support**
 - 24x7
- **Cloud Technology**
 - HP Cloud Services
 - Big Data support

CUSTOMERS AND TECHNOLOGY PARTNERS

Department of Transportation
Federal Aviation Administration
Food and Drug Administration, Center for Biologics Evaluation and Research
Food and Drug Administration, Center for Drugs Evaluation and Research
National Institute of Health

PAST PERFORMANCE

Client: FAA

Ji-SOLUTIONS provided a comprehensive, risk-based analysis of ACR's airport compliance review process and associated requirements. Developed a template for airport compliance reviews that will serve as an electronic (desk) audit of the airport's civil rights requirements per applicable regulations. Developed a priority/factor-based methodology for selecting an airport for compliance review. Assess and develop compliance review selection factors. Recommended the number of compliance reviews each fiscal year. Developed standardized template for compliance review reports. Assessed compliance review activities to include tenant interviews, walkthroughs, and training. Assess compliance review process and develop standardized compliance review follow-up procedures as a guideline on how to complete the compliance review once any corrective actions are completed. Researched and compared the ACR compliance review process with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and other external federal agencies processes. Developed gap analysis report to discuss compliance review processes across the agencies. Developed a five-year compliance review plan/forecast. This project was to support and improve the overall department compliance with the regulations and reduce customer complaints and address congressional inquiries in a concise manner.

Client: NIH

Ji-SOLUTIONS has supported research projects at the National Institute of Health (NIH) National Cancer Institute (NCI) providing laboratory personnel to perform analytical studies, testing, data review and analysis, protocol development and conducting scientific assays to support on-going projects in histocompatibility studies using various research models. Provided the overall guidance and recommendations based on laboratory results and related literature findings to support research model. Assisted in the successful publication of scientific findings for submission(s) to scientific journals on behalf of the NIH and NCI research teams.

Client: DOT

Ji-SOLUTIONS supports a consolidated effort by the Agency to provide administrative support services. The services are clerical in nature to address the functions of administrative assistant I and II support, receptionist, executive assistants, subject matter experts, human resource specialists, acquisition support services and project management. Information Technology technical support for systems and system maintenance are provided to include installation maintenance, backup and desktop support, application technical support, and database operations.

Client: FDA

Ji-SOLUTIONS provided compliance audit services to companies responding to Consent Decrees, FDA 483s or Warning Letters issued by the Federal Government to ensure compliance with agency regulations. Ji-SOLUTIONS followed the FDA Code of Federal Regulations (CFR) and established audit goals, remediation plans and discussed with the audit sponsor corrective measures as well as the target company. Depending on the size of the systems reviewed, meetings and communications for documentation reduce time and ensure adequate audit coverage of compliance documentation.

Ji-SOLUTIONS Presented the findings and summary of items of concern. Ji-SOLUTIONS provided a comprehensive Compliance Audit Report, providing specifics regarding non-compliance and remedies required to restore compliance.

Specific audit activities include:

- Mock FDA/International Regulatory Agency Inspections & Pre-Approval Inspection Readiness
- Due Diligence Compliance Inspections, Audits & Assistance
- Supplier Compliance Audits
- Review of Staff Capabilities and Training Records
- Conduct Site Audits
- Audit Report Preparation and Support

STAFFING CAPABILITIES

JI-SOLUTIONS has a dedicated recruiting group to quickly staff new positions and replace existing personnel openings. We maintain a customized Human Resources Recruitment Database (HRRD) of pre-screened and qualified candidates with details of their expertise, education, and experience.

Our experienced professional recruiters are responsible for finding qualified candidates and keeping the database current. The recruiters search the database and the qualifications of any bench-staff, and pass qualified candidates to the Project Manager (PM). To support this aggressive recruiting process, our recruiters perform the initial applicant screening, leaving the final interview and employee selection decisions to the PM. This structured and proven recruiting process has provided high quality staff and quick responsiveness to staffing needs.

We would be happy to discuss our services further or to provide additional reference.

Please contact Sylvia Johnson (sjowens@JI-solution.com) at (240) 417-1764, or visit our website at: www.ji-solutions.com