

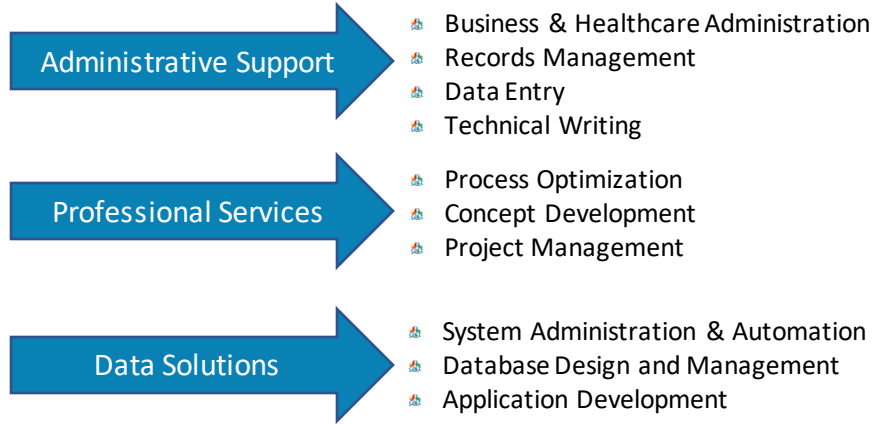


Core Solutions Group, LLC

Headquarters: 9215 European Olive Way, Riverview, FL 33578
Satellite: 2232 Dell Range Blvd., Suite 242, Cheyenne, WY 82009
www.coresolutionsgrp.com

Capability Statement

Core Solutions Group, LLC has over 35 years combined experience supporting State and Federal Government Agencies in the administrative sector. Our team provides administrative support, process optimization and data management solutions across all industries. We help our customers do MORE with less.



Business POC

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UEI: UL8LNGZ3T358
Cage: 9BX72
Vehicle: P-Card, WAWF

- NAICS Codes:**
- 621399:** (Primary) Offices of All Other Misc. Health Practitioners
 - 561110:** Office Administrative Services
 - 541611:** Administrative Management Consulting Services
 - 541618:** Other Management Consulting Services
 - 611430:** Professional and Management Development Training
 - 541613:** Marketing Consulting Services
 - 561920:** Convention and Trade Show Organizers
 - 541990:** All Other Professional, Scientific, and Technical Services
 - 541511:** Custom Computer Programming Services
 - 611420:** Computer Training

Certifications:
MSEC
(Military Spouse-Owned Enterprise Certification)



EDWOSB/WOSB
(Economically Disadvantaged Women Owned Small Business)



Differentiators

- Tailored Solutions:** Our administrative services are customized to meet the specific needs of each client. We understand that every organization is unique, and we adapt our services to ensure a perfect fit.
- Process Optimization:** We identify areas of inefficiency within your administrative workflows and implement streamlined processes that enhance productivity and reduce unnecessary costs. Additionally, we ensure that Standard Operating Procedures (SOPs) are consistently updated to align with these changes.
- Continuous Improvement:** We believe in ongoing improvement. As your partner, we regularly evaluate our services to identify areas where we can further enhance efficiency and quality.
- Efficiency Through Technology:** Leveraging cutting-edge tools and software, we streamline administrative processes, reducing time and resources required for tasks such as data management, communication, and record keeping.

Past Performance

Wyoming Army National Guard Current Services

- Provide support, assistance and training to Service Members for database and application development. Aiding them in developing and maintaining automated systems as well as developing new systems to further support their mission.

Past Services

- Created comprehensive care plans, scheduled and managed appointments, managed medical documentation, and ensured accurate records. Collaborated extensively with various stakeholders to ensure medical readiness alignment and facilitated monthly events, contributing to the readiness of over 1500 Service Members.
- Front office administrative tasks encompassed appointment scheduling, responding to inquiries, and facilitating smooth interactions with clients and key stakeholders.
- Back office provided meticulous records management, data analysis, training and guidance, and process optimization, ensuring streamlined operations and adherence to regulations. Thorough documentation of process and procedures, while also updating processes and training manuals.

