

CASE STUDY 69319524Q000006

Client: U.S. AbilityOne Commission

Contractor: Topsarge Business Solutions (TBS)

Program Focus: Administration and Management Consulting



POLICY ANALYSTS AND ADMINISTRATIVE SERVICE ADMINISTRATIVE AND GENERAL MANAGEMENT CONSULTING SERVICES

CONTRACT TIMELINE

Date of Award: 9/7/2017

Contract Completion Date (Including Extensions): 9/31/2020

SCOPE OF SERVICES

The U.S. AbilityOne Commission required TBS support to develop manuals, directives, and training programs. We were selected based on our ability to provide specialized services and demonstrate proficiency in key areas critical to the Commission's mission. The tasks outlined in the contract included:

- Manual Writing and Editing: Development and refinement of operational manuals for the AbilityOne program, ensuring clarity and precision to support effective implementation.
- Understanding of Federal Acquisition Process: Ensuring that all processes complied with federal regulations and guidelines, integrating this knowledge into the training and manual development.
- Deadline Management and Flexibility: Delivering high-quality work while adapting to changes in federal regulations and meeting critical deadlines.
- Knowledge of Veteran Disability Laws: Applying expertise in veteran disability statutes, laws, regulations, and policies to support disabled veterans effectively.
- Training Program Development: Familiarity with creating and enhancing educational programs designed for disabled veterans, helping them integrate into the workforce.

The work involved close collaboration with the AbilityOne Procurement Office to ensure that all materials met the required standards and expectations, contributing to the ongoing efforts to improve the employment opportunities for individuals with disabilities.

CONCLUSION

Topsarge Business Solutions, LLC demonstrated exceptional expertise and dedication throughout the duration of the contract with the U.S. AbilityOne Commission, contributing significantly to the development of manuals, directives, and training programs aimed at improving employment opportunities for individuals with disabilities. Despite the premature termination of the contract due to the unforeseen impacts of the COVID-19 pandemic, Topsarge's professionalism, adaptability, and deep knowledge of federal regulations and veteran disability policies were key to the progress made. The work completed during this period exemplifies the company's commitment to supporting critical federal initiatives and enhancing workforce inclusion for disabled veterans.

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