

Administrative Services



Exceed has the technical and management experience to fulfill all requirements of Administrative and clerical services required by Federal and State agencies. We provide agency assistance in the operation of reception areas, multiple file rooms, and a centralized mailroom.

ISO 9001:2008

The Exceed Approach is based on a commitment to quality. We have demonstrated that commitment by obtaining ISO certification (ISO 9001:2008) to ensure that all our customers experience superior service with Exceed. We foster positive business relations with timely responses to inquiries from Contracting Officers (CO), Contracting Officer Representatives (COR), and government program managers.

Certified Cost Accounting system

In addition, Exceed has a certified Cost Accounting System to manage fixed price contracts as well as cost plus fee type contracts. Our accounting staff is experienced with managing Service contract Act requirements.

Technical Capability and Approach

The Agency will benefit from Exceed's experience as a provider of administrative support services, and our metrics-based approach that leads to quality performance.

An Exceed working understanding means our understanding is based on actually recruiting, staffing, training, and managing clerical personnel to provide services such as those required.



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A woman owned and operated 8(a) company with offices in NJ and VA