



Excel holds multiple government facility clearances

“OPM: Feds can hire temporary workers” FederalComputerWeek Mar 18, 2009

TAPS Federal Supply Schedule approved for use by OPM & ARRA

Order using *GSA ADVANTAGE!* and e-Buy

\$3,000 Micro purchase threshold without solicitation

Locally owned and operated
Woman owned small business

Meets all CICA Requirements per FAR 6.102 (d)(3) when GSA procedures are followed.

ISO Certified means a consistent proven track record of quality.

EXCEL STAFFING COMPANIES

Admin/Clerical Division
505-262-1871

Manufacturing Division
505-343-1414

Technical Division
505-262-1871

**1700 Louisiana Blvd NE
Suite 210
Albuquerque, NM 87110
Phone: 505-262-1871
GSA@excelstaff.com**

Albuquerque * Rio Rancho * Santa Fe



Schedule 736

Temporary Administrative and Professional Staffing



Contract GS07F0536V

QUALITY!

EXCELlence!

SUCCESS!

Our GSA contract specialist will answer all your questions, and ensure compliance with all FARs. All pricing is in accordance with current Wage Decision # WD2005-2361 REV. 8 dated 5/26/09

Schedule Item Number 736-1
Administrative & Clerical Support

Accounting* Data Entry*General Office*
Document prep*Records*Receptionist*
Travel* Word Processor* Secretary*
Personnel and Admin Assistants

Schedule Item Number 736-2
Automatic Data Processing

Computer Operator* Programmer*
Systems Analyst and Tech Support

Schedule Item Number 736-3
General Services & Support

Electronics Maintenance and Tech* Fork
Lift Operator* Janitor* Laborer, Grounds
Maintenance* Machinist* Material
Expediter and Handling Laborer* Shipper*
Packer* Stock Clerk* Warehouse
Specialist

Schedule Item Number 736-4
Information & Arts

Desk Clerk* Illustrator* Librarian* and
Survey Personnel

Schedule Item Number 736-5
Technical & Professional

Archeological Tech* Cartographic Tech*
Civil Engineering Tech* Drafter/CAD
Operator* Engineering Tech* Laboratory
Tech* Paralegal/Legal Assistant and
Technical Writer



**Why use EXCEL
Temporary Employees?**

Extended Leave Coverage

Special Projects

Special Skills

Temporary Programs

Interim/Seasonal Staffing Needs

**Excel will recruit and
test applicants for
positions with skills
specified by you.**

**Excel will save you the time and effort of
hiring extra help with no long term
commitment.**

**WE ACCEPT ALL
GOVERNMENT
PURCHASE CARDS**



Agency work loads can vary depending on time of year and program requirements. Temporary staff augmentation by Excel will help you through the normal fluctuations and be there for you during the emergencies that may arise. Our business is finding the best employees with the best skills. We fully test all employees to your requirements and satisfaction to handle your important operational functions.

Excel is the only ISO Certified Staffing firm in New Mexico. This means Excel:

Has a set of standardized procedures;

Monitors processes for continued effectiveness;

Continuously checks product (temporary employees) output for quality and effectiveness;

And

Excel facilitates continual improvement.

Excel is the ONLY New Mexico Staffing Company recognized by Quality New Mexico for making a serious commitment to quality according to the Malcolm Baldrige Standards.