

Small Business

DUNS: 075420380

Cage Code: 598P2

NIACS Codes:

- 561110 Office Administrative Services
- 561310 Employment Placement Agencies
- 561320 Temporary Help Services
- 561410 Documentation Preparation Services
- 561420 Telephone Answering Services

Federal Supply Schedule 736

Temporary, Administrative and Professional Staffing (TAPS) Services

SPECIAL ITEM NUMBERS (SIN):

- 736 1 Administrative/Clerical Occupations
- 736 2 Auto Data Processing
- 736 3 General Services and Support-Materials Handling and Packing
- 736 4 Information and Arts Occupations, Including Miscellaneous
- 736 5 Technical and Professional Occupations

**GSA SCHEDULE #:
GS-07F-0691X**

**CONTRACT PERIOD:
8/15/11 - 8/14/16**

**25 Main Street, Suite 605
Hackensack, NJ 07601
800-864-8367**

Points of Contact:

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Since 1969



Corporate Capability Statement

Universal Information Systems, Inc., dba UNITEMP Temporary Personnel is a privately held small business strategic staffing company providing qualified temporary staffing to commercial, federal, state and local organizations since 1969. Throughout this time, we have prided ourselves on the quality of our employees, our long lasting customer relationships and our knowledgeable and proactive staff.

Our Core Competencies Include:

- Complete and total participation of owners and management in the full life-cycle employment process.
- Comprehensive integrating recruiting, applicant, sales and customer data base for maximum skills matching and client satisfaction.
- Extensive recruiting efforts including multiple job boards, company website, yellow pages and other social media outlets
- Complete on-line skills evaluations with over 1000 knowledge, experience, software and behavioral based products.
- All applicants/employees are personally interviewed and subject to E-Verify.
- Retention & benefits program including on-line time and attendance, direct deposit or payroll cash card, vacation pay, holiday pay, health and welfare, over 32 Microsoft office automation and accounting software training programs.
- Complete orientation process including Harassment Training.

UNITEMP...the best source for on-demand temporary and contract staffing!

Previously satisfied customers/contacts:

- US Department of Labor/NYC Solicitor General, Wilma Johnson (646) 264-3657
- The Great Atlantic and Pacific Tea Company, Christine Gratzel (201) 573-9700
- Bruinooge & Associates LLC, Tom Bruinooge (201) 939-3303
- Langan Engineering, Deb Iurato (201) 797-6900
- TechnoMetrica Market Intelligence/NJ Transit, Clare Sherlock (201) 986-1288
- Syncsort Inc., Jessica Muraviov (201) 573-5170
- Borough of Ramsey, Rich Maithieson (201) 825-3400
- Avports/Teterboro Airport Management, Lauren Rhoden (201) 288-1775
- Hunter Douglas, Alison McKeon (845) 664-7000
- Saint Mary's Hospital, Neal Richards (973)365-4390

National Professional Associations:

American Staffing Association (ASA)
Society for Human Resource Management (SHRM)