



// WHO WE ARE

Business Operations Support

Streamlined operations. Sustained performance. Zero friction.

Six Link Solutions provides targeted administrative and operational support to help agencies and organizations run more efficiently. We analyze workflows, develop documentation, and implement practical solutions that reduce administrative burden and sustain high-performance operations.

CORE COMPETENCIES

- ✓ **Administrative Support**
Day-to-day administrative operations, coordination, and office management services.
- ✓ **SOP Development**
Standard operating procedure development, review, and knowledge management systems.
- ✓ **Performance Management**
Performance measurement systems, metrics development, and reporting frameworks.
- ✓ **Reporting & Documentation**
Technical writing, report development, presentation design, and data management.
- ✓ **Workflow Analysis**
Process mapping, bottleneck identification, and redesign for operational efficiency.
- ✓ **Records Management**
Records and information management programs aligned to federal retention requirements.
- ✓ **COOP & Business Continuity**
Continuity of operations planning, business continuity advisory, and DR planning.
- ✓ **Meeting & Event Facilitation**
Agenda management, minutes, action item tracking, and executive meeting support.

WHY SIX LINK SOLUTIONS

- ◆ Practical, no-overhead operational support — we match our capacity to the client's mission and timeline.
- ◆ Documentation and SOP development experience across federal agencies, military, and commercial organizations.
- ◆ Business continuity advisory aligned to ISO 22301 and NIST SP 800-34 continuity planning frameworks.

PAST PERFORMANCE

CLIENT	SERVICE	STATUS
Federal Agency (TBD)	Administrative & Operational Support Services	Pursuing
State Agency (TBD)	Workflow Improvement & Documentation Development	Pursuing
Founding Team Experience	COOP Planning & Business Continuity Advisory	Confidential

NAICS CODES

561110 · 541611 · 561499

CONTRACT VEHICLES

SAM.gov Registered · GSA Schedule (Pursuing) · FL DMS (Pursuing)

SET-ASIDES

SDVOSB (Pursuing) · VOSB (Pursuing) · SBA Small Business

POINT OF CONTACT

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