



Federal Administrative Support & Program Management Excellence

Fredrick Oak is a mission-driven professional services firm delivering high value administrative support, program management, strategic communications and logistics support to federal agencies. We help government clients achieve operational excellence through streamlined administrative operations, responsive program support, and seamless execution. We are eager to extend our support to your agency, serving as a reliable partner.

Why Fredrick Oak?

Clients choose Fredrick Oak for our **responsiveness, reliability,** and **results-first** approach. As an **SBA 8(a) certified, SECRET-cleared** and **CMMC Level 2 certified** small business with **GSA Schedule** access, we combine the personalized attention of a nimble firm with the infrastructure to scale through strategic partnerships. We're known for seamless transitions, proactive communication, and a relentless commitment to making our clients look good—every deliverable, every deadline, every time.

What Makes Us Different?

Cleared and Ready to Perform



SECRET facility Clearance, GSA Schedule, and SBA 8(a) certification mean we can mobilize quickly on sensitive work without the ramp-up delays that stall other small businesses.

Administrative Excellence as a Core Competency



While others treat admin support as an afterthought, it's our focus. We've built systems, trained teams, and refined processes specifically for federal administrative operations.

Right-Sized for Your Mission



We're small enough to treat every contract like it matters, because it does. Yet connected enough through strategic partnerships and a SBA approved Joint Venture, **OakStrat Alliance**, to scale when the mission demands it.

What We Do

ADMINISTRATIVE SUPPORT & PROGRAM MANAGEMENT

- Administrative Investigations
- Human Resource Support
- Records Management & Archiving
- Employee Relations
- Help Desk Management
- IT Support Services
- Research & Report Compilation

LOGISTICAL & MEETING SUPPORT

- Event/Conference Planning
- Virtual Events
- Travel & Expense Management
- Speaker Management
- Registration Management
- On-Site Technical Support
- Executive Calendar Scheduling & Management

COMMUNICATIONS & OUTREACH

- Communication Management
- Visual Media & Graphic Design
- Social Media & Digital Marketing
- Web Design & Development
- Scientific & Technical Writing
- Section 508 Compliance
- Public Affairs, Media Outreach

FREDRICK OAK CONSULTING

8201 Corporate Dr STE 120-B, Hyattsville, MD 20785

Ph: 301.701.4750 | BD@fredrickoak.com

www.fredrickoak.com

Ready to Partner with You on Your Next Mission Critical Project



Experience Summary

U.S. DEPARTMENT OF ENERGY (DOE)

Administrative & Management Support

- Administrative & Clerical Support
- Executive Assistant Support
- Human Resource Support
- Employee Relations Support
- Administrative Investigations
- Records Management

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)

FIT Helpdesk

- Network Infrastructure Management
- High-Speed Internet Provisioning
- Service Level Compliance Monitoring
- Tech Support & Troubleshooting
- Installation & Transition Services
- Reporting & Documentation

U.S. DEPARTMENT OF ENERGY (DOE)

Logistics Support

- Travel Coordination
- Ground Transportation
- Lodging Arrangements
- Event Management Coordination
- Per Diem Distribution
- Administration Compliance

NAICS Codes

541611 | Administrative & General Management Services

541612 | Human Resources Consulting Services

561110 | Office Administrative Services

561499 | All Other Business Support Services

541990 | All Other Professional, Scientific, & Technical Services

561599 | All Other Travel Arrangement & Reservation Services

561920 | Convention and Trade Show Organizers

Corporate Snapshot

UEI: J2D1HSEWSKL5

CAGE Code: 95XQ4

HQ: Hyattsville, Maryland

Certifications

8(a) Certified *through 2032*

SECRET Facility Clearance

CMMC Level 2

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