



## Capabilities Statement

Palmer Staffing Services, founded in 1997 is a Small Business Women Owned GSA scheduled temporary administrative staffing agency. Palmer specializes in placement of government support personnel.

### Mission Statement

To provide professional recruiting services to the government, legal and business community, focusing on the integrity, ethics, and diligence of both our own business practices and those of our candidates.

### Services Offered

#### **SIN 736-1 Administrative Support and Clerical Occupations**

Contract Secretaries, Executive Assistants, Word Processors, Administrative Assistants, Project Assistants, Security Personnel, Data Entry Clerks, Clerical, Receptionist, Library, Accounting Staff, IT, HR, Management, Mail Clerks, Records Clerks, Couriers and more.

#### **SIN 736-5 - Technical and Professional Occupations**

Contract Attorneys, Law Clerks, Paralegals, and Litigation Support.

**Additional Positions** – Contract Specialists.

**Size Standards** – Small Business Women Owned

**NAICS Code** – 561320, 561110, 561311, 561312, 561410

**DUNS #** - 047795500

**GS Contract #** - GS07F5472P

**CAGE Code** - 1ZD98

**Tax ID Number** – 52-206-3213

### References/Client List

PSS and PLS has worked as the primary contractor with the **BEA, DOC, DOD, DOE, DHS, DOI, DOJ, DOL, DOT, DOVA, EPA, GSA, FAA, FDIC, FTC, NIH, USDA, USPTO, African Development Foundation, Congressional Budget Office (BPA), DC Retirement Board, Export-Import Bank, Federal Reserve Board, Library of Congress, National Mediation Board, Pension Benefit Guaranty Corporation, Smithsonian, US Coast Guard, US Court of Federal Claims, US Fish & Wildlife Service, US Food & Drug Administration, US House of Representatives, US Postal Regulatory Commission and US Secret Service.** Additionally, Palmer has partnered as the sub contractor on extremely large litigation support awards to small specialty projects with the **DOE, DOJ, DOL, SEC, CACI and USIS Labat.** In the private sector, PLS has interacted with over **400** private law firms in the DC area. A few of our non-legal clients includes **American Diabetes Association, Amtrak, AOL, BET, Children's Defense Fund, Deloitte Services, FedEx, Goodwill, Marriott, Ruesch International, Special Olympics, US Airways and Wachovia Insurance and Zero To Three.**

### Points of Contact

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