



1211 Connecticut Avenue, NW, Suite 302
Washington, DC 20036
Phone (202) 464-1000 Fax (202) 464-1001
www.palmer-staffing.com www.palmerlegalstaffing.com

Capabilities Statement

Palmer Staffing Services, founded in 1997 is a Small Business and award winning staffing agency. Palmer is a GSA, CBE Certified and DC Supply Schedule holder, specializing in administrative and professional placements to government agencies and private sectors within the Washington, DC Metropolitan Area.

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

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.

Technical and Professional Occupations

Contract Attorneys, Document Reviewers, Law Clerks, Paralegals, Contract Specialist and Litigation Support.

Size Standards –Small Business

DC Supply Schedule Contract No.: CW54230

NIGP Codes: – 961-30-23; 961-30-65; 962-69-00, 962-69-41 and 962-69-42

CBE Number: LS28578072020

Tax ID Number – 52-206-3213

DUNS # - 047795500

References/Client List

PSS and PLS has worked as the primary contractor with the BEA, DOC, DOD, DOE, DOE, DHS, DOI, DOJ, DOL, DOT, DOVA, EPA, GSA, FAA, FDIC, FTC, NIH, USDA, USPTO, African Development Foundation, Congressional Budget Office (BPA), DC Department of Employment Services, DC Department of Housing and Community Development, DC Department of Public Works, DC Housing Finance Agency, DC Office of Lottery and Charitable Games, DC Retirement Board, Export-Import Bank, Federal Reserve Board, Library of Congress, Maryland-National Capital Park and Planning Commission, National Mediation Board, Occupational Safety and Health Review Commission, Pension Benefit Guaranty Corporation, Prince George's County Public Schools, 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 with CACI, Lockheed Martin and PAE.

Points of Contact

Patrice Scott

Managing Director, Government

Email – pscott@palmer-staffing.com

Peter McChesney

Principal

Email – pmcchesney@palmer-staffing.com