



1001 Connecticut Avenue, NW, Suite 715
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 contract holder that specializes in administrative and professional placements to government agencies 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

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 and Paralegals.

Additional Positions – Contract Specialists, Law Clerks, Document Reviewers and Litigation Support.

Size Standards – Small Business

NAICS Code – 561320, 561110, 561311, 561312, 561410, 541199

UEI # - QYMJLDJQJAG8

GSA MAS Contract # - 47QRAA24D0086

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, EEOC, GSA, FAA, FDIC, FTC, NIH, USDA, USPTO, African Development Foundation, Civilian Board of Contract Appeals, Congressional Budget Office (BPA), DC Department of Employment Services, DC Department of Housing and Community Development, DC Public Schools, 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 Credit Union Administration, National Endowment for the Arts, National Mediation Board, Occupational Safety and Health Review Commission, Pension Benefit Guaranty Corporation, Potomac Job Corps Center, Prince George's County Public Schools, Smithsonian, US Agency for Global Media, US Coast Guard, US Court of Federal Claims, US Fish & Wildlife Service, US Food & Drug Administration, US House of Representatives, US Postal Regulatory Commission, US Postal Service, US Secret Service and Washington Metrorail Safety Commission. Additionally, Palmer has partnered as the sub-contractor on extremely large litigation support awards with CACI, Lockheed Martin and PAE.

Points of Contact

Peter McChesney

Principal

Email – pmcchesney@palmer-staffing.com

Patrice Scott

Managing Director, Government

Email – psscott@palmer-staffing.com