

Project Management and Consulting, LLC (PMC) is a professional services company specializing in business management services and consulting including disaster recovery and continuity of business planning, program and project management, change management and organizational development, technical and tactical support, data conversion management, and transportation and logistics consulting. PMC is a Virginia-based certified Minority-owned, Disadvantaged, and Small Business Enterprise (**DBE/MBE/SBE/SWaM** Vendor), as well as licensed and **DBE/MBE/SBE** certified in the States of Maryland, New York, and Washington. PMC is also licensed in the States of Indiana and West Virginia with certifications pending. Services include:

Business Management and Consulting

- AMA affiliated
- Small and Minority-Owned business consulting
- Whole or partial business management services
- Inventory Management (i.e. GFE, etc)
- Disaster recovery and business continuity planning

Program and Project Management

- PMP certified project managers
- Six Sigma and LEAN methodologies employed
- PMI, IAPPM, APM affiliated

Administrative and Clerical Support

- Executive Secretaries and Executive Administrative Support
- Receptionists and administrative assistants
- Records management and support
- Personal Assistants

Technical and Tactical Support

- National security and Intelligence support
- Systems and network support
- Communications and telecommunications support
- Threat, security, and risk analysis and assessment
- Computer and physical security professionals from a variety of backgrounds

Transportation and Logistics Consulting

- Transportation management systems and technology
- Training and support
- Regulations and standards inspection and enforcement personnel
- Strategic partnerships and proprietary methods for reporting, service, safety, and fraud reduction
- Non-emergency medical transportation consulting
- Transportation for elderly and disabled individuals consulting
- Statewide programs for Medicare and Medicaid funded transportation

Staff Supervision and Management Services

- Experienced staff managers and supervisors
- Timesheet and payroll administration
- Performance and periodic reviews
- Detailed reporting and documentation

Web Development and Management

- Professional website concepts, design, development, and hosting for static and dynamic sites
- Website maintenance and updates
- Domain registration, email addresses, newsletters, mailing lists, and more
- Secure logins, database administration, back-end programming and maintenance