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# CAPABILITY PROFILE



## Introduction

Professional Management Enterprises, Inc. (PME) is an 8a/Service *Disabled Veteran Owned Business*. Formed by Haskell D. Portee in 2006, PME is centrally located in Indianapolis, Indiana with four satellite offices around the United States.

PME's primary business is focused on "**Temporary Help Services**" - operating within the primary NAICS code 561320.

Our mission is to excel at delivering innovative employment and training solutions to our clients. We have established a superior reputation for serving the federal, state, and local governments. PME's values are represented by our integrity, thought leadership, and commitment to maintaining a high-level of excellence in the staffing industry.

PME's core staff augmentation competencies include:

### Temporary and Contract Staffing

*Temporary and Temporary-to-Hire*

- Clerical and Administrative
- Call Center
- Human Resources and Consulting
- Healthcare and Medical
- Finance and Accounting
- Information Technology
- Carpet Cleaning and Janitorial Support Services
- Engineering & Manufacturing Support
- Unarmed Security Guard Support
- Managed Services Provider
- Training and Development

### Search/Recruitment/Outplacement

*Temporary and Temporary-to-Hire*

- Executive

PME's offices are located in Indianapolis, IN, Washington D.C., Columbia, SC, and Louisville, KY. PME proudly offers more than forty years of combined experience successfully recruiting and managing human resources in the public and private sector nationally.

Our dedication to quality and results has earned us a reputation for excellent customer satisfaction. With this commitment to excellence, the PME team offers seasoned professionals whose values are based on outstanding service, reliability, honesty and seizing the opportunity to





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contribute to our client organizations' success. Our value-added business approach stresses long-term customer relationships, a thorough understanding of our customer's missions, a quick response to rapidly shifting business environments, and on-time/on-budget delivery of quality services. Professional Management Enterprises constantly drives toward achieving success for our clients and ourselves. Over 75% of our staff are requirement by our prime contracts and DoD to undergo a National Agency Check (NAC) for a final clearance up to secret. PME isn't a facility cleared organization at this time. We have the ability to become a cleared facility if awarded an opportunity that requires us to hold a facility clearance.

All comments and questions are welcomed.

Regards,

Haskell D. Portee  
Professional Management Enterprises  
President and CEO





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**Company Name:** Professional Management Enterprises Inc.  
**Incorporated:** 2006 – S Corp  
**Address:** 9152 Kent Ave., Bldg 401A, Suite #147  
Indianapolis, IN 46216  
**Phone:** 317.541-0200  
**Web Address:** [www.pme-indy.com](http://www.pme-indy.com)  
**Email Address:** [dportee@pme-indy.com](mailto:dportee@pme-indy.com)

## Service Offerings:

- Recruitment and Placement
- Long-Term and Contract Help
- Staffing Optimization Solutions
- Managed Services
- Temporary to Hire
- Temporary Help
- Outplacement
- Training and Development
- Human Resource Consulting

## Preferred Vendor Relationships:

Humana Military – Managed Service Provider IT Services #807553  
Humana Military – Managed Service Provider #752416  
Customs and Border Protection IHC – HSBP1008C01945 (Prime)  
USPTO – IDIQ Prime Contractor for Senior HR Support  
CBP Facility Management and Engineering – HSBP1011P01182  
Sprint – Tier One Staffing Vendor  
Kelly Services – Tier One Staffing Vendor  
Blue Cross Blue Shield – Tier One Staffing Vendor  
State of South Carolina – IT Temp Staff Augmentation Vendor  
Fort Campbell, KY – Prime Contract, Military Personnel Division  
HP - Tier One Staffing Contractor nationally  
State of Indiana – Approved staffing vendor or IT and Admin Support  
Indianapolis Airport Authority – Janitorial Support Services  
NASA – Healthcare Support Services Contract (Prime)  
Managed Health Services – Healthcare and Admin Support Services  
Army Medical Command – Physician and Nurse Staffing Support (Prime)





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DFAS, Indianapolis/Columbus, OH  
NVIC – Engineering Staffing Support  
City of Indianapolis – Information Technology Support Services  
KPMG – Information Technology Staffing Support  
NGS/WellPoint – IT/Human Capital Staffing Support  
USPFO, Indiana – Human Capital and Optometrist Support (Prime)  
Army, Ft. Knox – Janitorial Support / PRN Staffing (Prime)

### Geographic Focus:

Illinois	Kentucky
Indiana	Tennessee
Ohio	Virginia
Michigan	Washington D. C.
Maryland	Georgia
North Carolina	Alabama
Texas	Arkansas
South Carolina	Florida
Kansas	California
Pennsylvania	Louisiana

### Business Certifications

SBA 8a Certified - #304162  
SDB Certified - SBA  
State of Indiana – Certified MBE #IN081106-04  
Self Certified – SDVOB  
Center for Veterans Enterprise – Certified SDVOB  
DBE Certification – INDOT Certified DBE Code 0055.20P/0059.01  
City of Indianapolis – MBE/VBE  
Regional Minority Supplier Development Council – MBE  
Tri-State MBE Certification  
Carolina’s MBE Certification

### Duns & Bradstreet / EIN / CAGE Code

Duns: 621230536  
Cage: 4DDL8  
EIN: 204024802





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## Professional Organizations / Memberships

The Association for Enterprise Integration  
National Defense Industrial Association  
Professional Association of Resume Writer & Career Coaches  
Employer Support of the Guard and Reserve (ESGR)  
National Association of Personnel Services  
Association of the United States Army

## Additional forms available upon request for SCDVOB

DD Form 214 Statement of Service (20 years retired Army)  
VA Form 20-55 Statement of Disability Rating (90%)

