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| **Administrative Data** | |
| **As a prime contractor, Plexus Scientific Corporation is contractually obligated to post information for all team members.**  **Do you give consent for Plexus Scientific Corporation to publish this information on our public Seaport-e website?**  www.\_\_\_\_\_\_\_\_\_\_\_  Yes  No | |
| **Company Name:** | **Professional Services of America, Inc.** |
| **Existing Seaport-e Prime?** | YesNo |
| **Street Address:** | **601 Avery Street, Suite 500** |
| **City:** | **Parkersburg** |
| **State Abbreviation:** | **WV** |
| **Zip Code:** | **26101** |
| **CAGE Code** | **31XL7** |
| **DUNS** | **803898386** |
| **Business Type**  (relative to your primary NAICS Code; select all that apply): | Large Business  Small Business  Small Disadvantaged Business  Woman Owned Business  HUB Zone representation  Veteran Owned Small Business  Service Disabled Veteran Owned  Emerging Small Business  8(a) |
| **E-Business Point of Contact (EPOC)**  Authorized to represent the company in contractual matters (e.g., Submitting proposals, accepting Task Order awards) and is generally intended to be the company's primary representative or user of the portal. | |
| **Contract EPOC:**  A SeaPort-e portal account will be created for this person to enable your company to submit proprietary cost proposal information. | **R V Buddy Graham** |
| **Contracts EPOC email Address:** | [**bgraham@psa-inc.com**](mailto:bgraham@psa-inc.com) |
| **Contracts EPOC Phone Number:** | **304-485-1282** |
| **Technical EPOC:**  A SeaPort-e portal account will be created for this person to enable your company to submit proprietary cost proposal information. | **Judy Sheppard**  **Buddy Graham** |
| **Technical EPOC email Address:** | [**jsheppard@psa-inc.com**](mailto:jsheppard@psa-inc.com)  [**bgraham@psa-inc.com**](mailto:bgraham@psa-inc.com) |
| **Technical EPOC Phone Number:** | **304-485-1282** |
| **Website** | **www.psa-inc.com** |
| **City and State of office locations**  **(other than primary address listed above)** | **Fort Bliss, TX; Chicago, IL; Washington DC**  **Gulfport, MS;** |

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| **Technical Data** |

**BACKGROUND**

Professional Services of America, Inc., (PSA) incorporated in January of 1993 and has been fulfilling the staffing and numerous business and consulting requirements for its clients since its inception. PSA's core business is providing quality human resources to meet our clients' needs. PSA has maintained and built a strong record in the commercial and Federal sectors for our dedication, performance, quality and excellent safety record. In addition to human resources PSA provides a diverse yet complimentary variety of services. PSA is dedicated to delivering the finest quality services available. The company and its President, Judy Sheppard, have been repeatedly recognized for business excellence in multiple venues:

* 2011 Selected by the SBA as “Small Business Person of the Year”
* 2011 Honored by Euro-American Council for Contributions to Economic Development
* 2010 National Teaming Contractor of the Year, American Express - Chicago
* 2010 Selected as one of the 50 Most Powerful Women in the USA – M&E
* 2008 Honorary Degree - West Virginia University ‐ P
* 2008 Women's Business Enterprise - SE Business Woman of the Year
* 2007 Inducted in West Virginia's Who’s Who
* 2006 SBA Women In Business Champion
* 2004 WV MDC Female Entrepreneur of the Year
* 2003 Ernst & Young “Entrepreneur of the Year”
* E. I. DuPont Tempo Minority Supplier Award
* E. I. DuPont Best Supplier Award
* E. I. DuPont Safety Award (ten consecutive years)
* GE Plastics Best of Class Best of Business Award

**SMALL BUSINESS**

In the past three years PSA has vigorously pursued work with the Federal Government; subsequently, by augmented our staff with personnel possessing extensive experience in Government contracting. Although the basic management infrastructure for managing and performing Government contracts is already in place (time keeping, cost segregation, indirect cost accounting, etc.), PSA is further refining them to incorporate best practices, enhance our competitive positioning, and readying them for Government audit/approval. PSA is committed to ensuring that its performance on Government contracts either matches or exceeds its performance excellence in the highly competitive private sector.

PSA currently has over 250 associates working at twenty-one independent client sites within the forty-eight contiguous United States – annual revenues are just over $12.5 million. In 2005, shortly after being certified by the Small Business Administration as an 8(a) small disadvantaged business (SDB), PSA expanded its portfolio to include Government clients. PSA graduated from the 8(a) program in 2013. PSA is a Small Disadvantaged Woman-owned Business. Ms. Sheppard is a Native American. Headquartered in Parkersburg, West Virginia, PSA maintains offices in: Chicago, IL; Gulfport, MS and Washington, DC.

PSA’s accounting system has not been audited by the DCAA, but we are aggressively pursuing this. PSA financial statements and accounting system are audited annually by the auditing firm of Toothman and Rice Associates, LLC, CPA - a leading West Virginia accounting firm with extensive expertise in Federal contract accounting requirements. Additionally, PSA also holds a GSA MOBIS 736-1-5 Schedule for Administrative Support and Clerical Occupations that cover accounting/audit clerk services, data entry, and other administrative solutions – services identified under functional areas 20, 21, and 22 of the SeaPort-e contract scope (Program support, Functional and administrative support, and Public affairs and multimedia support). As staffing experts, PSA can also support other SeaPort-e functional areas.

**SERVICES AND CAPABILITIES**

PSA’s core capability is providing the right staff in the right place at the right time. PSA has performed as a prime contractor to many commercial entities such as E.I. du Pont de Nemours, IBM, General Electric Corporation, Huntsman Chemical Company, Blue Cross & Blue Shield of West Virginia, Constellium Rolled Products, Ingersoll-Rand Company Limited, and Polymerland. PSA has also performed as a subcontractor to Duke Power of North Carolina. PSA is known for our excellence in providing the following:

* **Flexible Staffing Solutions:** Filling a wide range of requirements, professional staff, including engineers, nursing (LPN and RN), medical doctors and marketing to executive management, clerical, office administrative, light industrial, technical, sales.
* **Temporary Staffing:**  Fulfilling short term needs, such as special projects, vacation relief, leave of absence relief and specific needs fulfillment.
* **Contract Staffing:** Fulfilling long term requirements, allowing clients to accomplish long term human resource needs without the demands of managing their human resource requirements.
* **HR Outsourcing Services:** Allowing clients the ability to outsource their human resource requirements, eliminating the demands of managing human resources and human resource benefit programs. In all cases, PSA fulfills the human resource acquisition process, one of our core competencies, resulting in additional client resources focusing on their core competencies.
* **Skills Assessment Services:** Skills assessment testing, utilizing certified testing criteria.
* **Skills Development Services:** Skill enhancement training, tailored to results of skills assessment testing
* **Application Acceptance:** Comprehensive application acceptance, data collection, consolidation and review process.
* **Permanent Placement Services:** Working with clients to develop & define job requisition scopes, skills & education requirements and prior work experience qualifications. PSA then carries out the human resource acquisition phase. The client and PSA reach a consensus on the successful candidate, and the successful candidate is hired directly by our client or works as a PSA employee for a predetermined period of time.
* **Comprehensive Human Resource Function Services:** Comprehensive subcontracted human resource solution, including payroll, compliance officer, record retention, etc.

More specifically, our commercial projects have involved Executive, Professional & Technical Recruiting; Employment Solutions; Contracted Services; Data Processing Services; Engineering and Drafting Services; Management Consulting Services; Packaging, Labeling & Processing Services; Facilities Support Services; Background Checks, Market Research and Customer and Employee Satisfaction Surveys.

PSA has also supported major Government Prime contractors - Northrop Grumman Corporation, Computer Science Corporation, and IBM - as a subcontractor. However, since turning our focus to expanding our presence in the Government sector, we have, in a short period of time, succeeded in obtaining prime contracts with the US Chemical Safety and Investigation Board, the US Department of Energy, and the Bureau of Public Debt.

**TASKING**

PSA will provide staffing support to Plexus Scientific in all areas of the SeaPort-e functional areas.

**FUNCTIONAL AREAS**

PSA’s core capabilities lend particularly well in the following functional areas:

* Quality assurance
* Training support
* Program support
* Functional and administrative support
* Public affairs and multimedia support

**SUBCONTRACTING GOAL IMPACT**

PSA is a certified as a Small Disadvantaged Woman-Owned Business, and can help Plexus Scientific in meeting its small business contracting goals. We provide services under the following NAICS codes:

**Primary:** 541611

**Secondary Codes:** 493190, 518210, 541214, 541219, 541330, 541380, 541430, 541511, 541512, 541513, 541519, 541612, 541613, 541618, 541690, 541720, 541910, 561110, 561210, 561312, 561320561410,, 561410, 561611, 561612, 561720, 562910, 562920, 611430, 611710, 621111, 621112, 622110, 621498, 622310, 623110, 813920

**PAST PERFORMANCE**

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| **Title: Armed Forces Retirement Home** |

**Customer: Armed Forces Retirement Home**

**Contract Number:** TPD-AFRG-10-C-0008

**Dollar amount:** $3,163,474.35

**Type of Contract:** FFP

**Period of Performance:** 9/1/2010 – 9/30/2015 (Base Year plus four option years)

**Point of contact:** Kim Hedrick

**Title:** Contracting Officer

**Phone:** [304-480-7027](mailto:Kimberly.Hedrick@bpd.treas.gov)

**Email:** Kimberly.Hedrick@bpd.treas.gov

**Type of Services / Sustainability Service Areas:**

Provide contract employees to perform the various tasks at the AFRH in Washington DC:

1. Completely staff and manage the Wellness Center in Gulfport, MS
2. Provide advice on organizational structuring;
3. Provide contract employees for over 30 Healthcare positions
4. Work in and /or supports all areas of healthcare services- Wellness center, assistance living plus, etc. as needed.
5. These positions include RN’s, LPN’s, Administrative Personnel, Pharmacy Tech’s, Dietician, Chaplain and Facility drivers as well as all medical staffing at the Wellness Center
6. Provide 24 hour coverage for staffing of nursing service
7. Provide consultation and specialized support in Labor and Employee Relations and corporate structuring;
8. Assist with special projects such as developing a plan of action for recruiting and retaining nurses and Medical staff. Provide assistance to the AFRH to interface with the Bureau of the Public Debt on Human Resource issues;
9. Provides Wellness Center Manager that is a RN and work with AFRH and PSA staff on all issues related to AFRH; and
10. Coach supervisors in Employee Relations issues.

**Service Description:** After being destroyed by Hurricane Katrina, the Government built a new facility for retired members of the armed forces Gulfport, MS. Faced with numerous operational challenges, PSA was contracted to assess the operational requirements, devise an organizational and management structure from the ground up, and staff the new facility. In parallel with staffing the facility with trained and experienced personnel, PSA successfully managed the many logistical hurdles associated with planning, organizing, and coordinating the transportation and relocation of more than 600 patients from Washington, DC, back to Gulfport. PSA continues to staff the Wellness Center, provide mentoring and training to management and operations staffs, and support the 24/7/365 Armed Forces Retirement Home operations. In recognition of PSA’s superior performance and focus on customer service, the Government exercised the first option year of the contract and will shortly exercise the second option year. Additionally, the customer added new work to the contract that tasks PSA to select, install, configure, and implement an Electronic Medical Records system.

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| **Title: Transition of Displaced Workers** |

**Customer: Headquarters, US Department of Energy (DOE)**

**Contract Number:** DE-AC01-07LM00104

**Dollar amount:** $2,464,426

**Type of Contract:** CPFF

**Period of Performance:** 2/23/07 – 11/22/12

**Point of contact:** Tony Carter

**Title:** Contracting Officer’s Technical Representative

**Phone:** 202-586-1540

**Email:** TONY.CARTER@hq.doe.gov

**Type of Services / Sustainability Service Areas:**

PSA was tasked by the US DOE-LM to assume the contracts of three former contractors including several subcontractors. The work included developing a comprehensive and cost efficient transition plan to assist 3,000+ DOE workers. PSA’s responsibilities included enhancing the workers present skills and providing limited training to assist them for reemployment after being transitioned out of the program.

Activities included the following

1. Providing Management and Administrative support;
2. Management and consolidation of three databases;
3. Providing and administering Outplacement Services;
4. Providing and administering Training and Education Counseling;
5. Providing and administering Job Placement Services;
6. Administering Education Assistance and Tuition Reimbursement programs;
7. Providing Business Plan Assistance,
8. Administering the Relocation Assistance Program;
9. Administering the Entrepreneur Resource Program; and
10. Administering the Preference-in-Hiring program.

**Service Description:**

Professional Services of America, Inc. (PSA) provided management and administrative support to the 3161 DOE Legacy Management Division Workforce Restructuring Program by managing the Congressionally Mandated 3161 Program at three former nuclear sites. The sites were located at Rocky Flats Site, in Broomfield, Colorado, the Mound Site, at Miamisburg, Ohio and the Fernald Site located near Cincinnati, Ohio. The sites manufactured armaments during World War II and employed over 10,000 employees when at full employment.

The task included identifying the key aspects of the current programs and developing a more cost efficient plan to consolidate services under PSA’s management. A challenging task to begin with, it was made even more formidable by the need for the new plan to be implemented within 30 days. PSA’s experienced management team not only accepted and accomplished the challenge, but executed a seamless transition from the former contractors in minimal time, saving the DOE thousands of dollars.

Upon contract award PSA’s project staff immediately assessed the existing operations and found cumbersome processes that were not only costly, but impeded achieving effective results. Additionally, managing diverse efforts located in several geographical areas created numerous logistical challenges. Employing best practices used for its commercial clients with similar requirements, PSA instituted a streamlined the approach that reduced management overhead and costs, was results driven as opposed to process driven, and focused on the people needing assistance.

PSA reduced costs in a number of ways, first by established a satellite office in Colorado and then enhancing the communications capabilities between the three offices. This allowed us to restructure the work assignments and maintain a balanced workload between the three sites – each office had the ability to handle inquiries from any of the three DOE sites.

The second action taken by PSA to reduce costs and streamline processes was to integrate the three databases that were in use into a single database accessible by each of the three offices. This further enabled each office to handle inquiries quickly and astutely and likewise improved customer service. Consolidating the databases was viewed as the one of the most important factors in enabling PSA to provide the best economic return for the dollars already invested at each site.

The US DOE LM is extremely pleased with the progress and has expressed their appreciation to PSA for undertaking this project under extremely difficult situations and by awarded PSA additional work. The contract was expanded to include Outplacement Services, database management at 17 DOE EM sites, and a pending contract to provide similar services to other DOE sites.

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| **Title: Staff Augmentation** |

**Customer:** Constellium Rolled Products

**Contract Number:** N/A

**Dollar amount:** $5,000,000

**Type of Contract:** T&M

**Period of Performance:** 12/31/1993 – 12/31/2017 (renewed several times)

**Point of contact:** Hannah Hern

**Title:** Contracting Officer

**Phone:** 304-273-6301

**Type of Services / Sustainability Service Areas:**

Provide Staff Augmentation for a broad range of technical expertise to include: Financial, Administrative, Technical, Professional & Industrial.

**Service Description:**

Professional Services of America has maintained a contract with Constellium Rolled Products to supply Contract Labor Staff Augmentation. In recognition of the quality of personnel we have recruited or provided as staff augmentation, Constellium has repeatedly renewed the PSA contract. PSA provides talent for the following positions:

* Accounting Technician I/II/III/IV,
* Administrative Assistant I/II/III,
* General Clerk I/II/III/IV,
* Personal Assistant I/II/III/IV,
* Registered Nurse,
* Physician,
* Engineer,
* Laboratory Technician I/II/III,
* Chemist I/II/III,
* Technical Writer I/II/III,
* Training Specialist/Instructor (Basic, Intermediate, Senior),
* Computer Technician.