



CAPABILITY STATEMENT

CAGE: 9N1Y3

DNB: 068233904

Valerie Nowottnick, Owner

(239) 986-4237

valerie@prismconsultingfl.com

NAICS CODES

541199

ALL OTHER LEGAL SERVICES

541611

ADMIN MGMT. AND GEN MGMT.

561110

ADMINISTRATIVE MGMT. SERVICES

561920

CONVENTION & TRADE SHOW

518210

DATA ENTRY SERVICES

561439

BUSINESS SERVICE CENTERS

CERTIFICATIONS

STATE

FLORIDA – DBE/WBO

VIRGINIA – WBO

NEW YORK – DBE/WBO

LOCAL

HILLSBOROUGH CO., FL

COLLIER CO., FL

FEDERAL

WBO/SMALL BUS./DBE

CORE COMPETENCIES

Prism Consulting provides value added services to increase efficiency and streamline productivity. Our services integrate seamlessly with existing infrastructure to provide a smooth transition of workflows.

Our business support services are tailored to specific needs and requirements to provide greater flexibility in accomplishing project goals.

❖ Successful past performance	❖ Innovation and creativity
❖ Diversified services menu	❖ Efficiency-driven results
❖ Assess, evaluate, implement	❖ Follow up and continuity

PAST PERFORMANCE

COLLIER COUNTY, FLORIDA – METROPOLITAN PLANNING ORGANIZATION

Contract Length: 12/2019 – 12/2020

Contact: Anne McLaughlin, Executive Director, (239) 252-5814

Anne.McLaughlin@colliercountyfl.gov

Scope of Work: Provided abbreviated minute taking at Board of County Commissioners meetings as well as independently appointed committee meetings in various locations in Collier County.

COLLIER COUNTY, FLORIDA – TOURISM DIVISION

Contract Length: 07/2021 – 07/2023

Contact: Michelle Pirre, Specialty Markets, (239) 252-5380

Michelle.Pirre@colliercountyfl.gov

Scope of Work: Provided visitor center liaison services on behalf of Tourism Division. Assisted in procuring additional locations to display Collier County Visitor's Guide. Collaborated with Tourism Division staff to facilitate drop shipping of guides to locations throughout the United States. Delivered boxes of guides and promotional materials regularly to local visitor centers throughout Collier County.

COLLIER COUNTY, FLORIDA – TOURISM DIVISION

Contract Length: 06/2024 - present

Contact: Michelle Pirre, Specialty Markets, (239) 252-5380

Michelle.Pirre@colliercountyfl.gov

Scope of Work: Provide storage facilities for Tourism Board promotional materials. Ship individual visitor guides as requested by public via CVB websites. Multi-box shipments of visitor guides domestically and internationally. Provide inventory and database management. Local deliveries of visitor guide boxes to south Florida location.

6187 Shirley Street, Suite 4
Naples, Florida 34109



PRISM CONSULTING

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NIGP/NAICS Codes

CODE	CATEGORY
	NIGP
915.28	Electronic Information and Mailing Services
915.44	Fulfillment (Includes Data Processing, Packaging, Labeling, etc.)
915.57	Mailing/Postage and Shipping Services, Electronic
915.58	Mailing Services (Includes Addressing, Collating, etc.)
918.74	Legal Consulting
918.81	Natural Disasters (Fire, Flood, Wind, etc.) Consulting
920.21	Data Entry Services
958.00	Management Services
958.16	Business Management Services
958.36	Exhibition/Exposition Management Services
958.68	Support Services, Management
958.70	Outsourcing Services for Management, Operation, etc.
958.82	Records Management Services
961.50	Legal Services including depositions, etc.
961.72	Transcription Services: Academic, Braille, Legal, Medical, etc.
962.34	Event Planning Services
966.18	Copying Services (Reproduction)
990.29	Disaster Preparedness/Emergency Planning Services
990.30	Disaster Relief Services
	NAICS
561110	Office Administration/Management Services (DBE Cert)
518210	Data Entry Services
561439	Business Service Centers
561920	Event and meeting planning services (DBE Cert)
711320	Managers/Organizers of Events (without facilities)
541199	Paralegal Services (DBE Cert)
541611	Administrative Management and General Management (DBE Cert)