



# Capability Statement

## CORE SERVICES

- Acquisition & Grant Management
- Administrative Support
- Call Center Services
- Conference Logistic/Event Management
- Couriers and Express Delivery Services
- Help Desk Solutions
- Information Technology Support Services
- Program and Project Management
- Webinar Hosting

## CERTIFICATIONS

Certified Government Meeting Professional (CGMP)  
Security+ Certification

## COMPANY DESIGNATIONS

DUNS NUMBER:  
081426353  
EIN NUMBER: 38-4091022



## OUR COMPANY

**Pollard and Johnson, Inc. (P&J, Inc.)** prides itself in being a “Small Business with Big Expertise”. We offer the personalized attention that only a small business can! We deliver professional services to our clients in the Federal, State, and Local organizations including public and private sectors.

These services include Project Management, General Consulting Services, IT Support, and Logistical Supportive Services.

Our mission is to provide a “better educated, healthier world through our expertise, diversity and dedication in not only meeting but exceeding the needs of our client’s.” We pride ourselves on being able to anticipate and meet the client’s needs – both expected and unexpected. Our goal is to deliver customized maintenance solutions that surpass customer expectations.

We recognize that contracts and programs must be designed to focus on the organization’s mission. We position our staff to partner themselves to set goals effectively, efficiently, and economically.

P&J, Inc. team brings more than 20+ years of combined experience in Standard Operating Procedures (SOPs); Quality Management Systems (QMS); Project Controls; Staffing; Vetting and Recruiting support.

## WHAT WE OFFER

The value of partnering with P&J, Inc. is the combination of expertise at management level and the on-going training at staff level. We are proud to have knowledgeable staff members on our team. Our team offer comprehensive knowledge in Acquisition and Grants support services including (but not limited to) Budget Management, Evaluation and Reporting Management, Help Desk Support, and Conference Logistic/Event Management Planning (onsite and virtual).

Our staff has a strong past performance in Program and Project Management, and Information Technology support services. The foundation that is set allows us to combine the agile, responsive infrastructure of a small firm, with proven executive leadership to ensure timely, high quality, and best value contract execution.

## OUR TEAM HAS SERVED

- Children’s Bureau
- Small Business Innovation Research Program at the National Science Foundation
- Society for Research in Child Development
- U.S. Department of Education
- U.S. Department of Defense Educational Activity
- U.S. Department of Health and Human Services
- U.S. Department of Housing and Urban Development

## NAICS CODES

- 541219** - Other Accounting Services
- 541513** - Computer Facilities Management Services
- 541519** - Other Computer Related Services
- 492110** - Couriers and Express Delivery Services
- 541611** - Administrative Management and General Consulting Services
- 541618** - Other Management
- 561110** - Office Administrative Support Services
- 561421** - Telephone Answering Services
- 561920** - Convention and Trade Show Organizers
- 921190** - Other General Government Support



Pollard and Johnson, Inc. (P&J, Inc.)  
Lanham, MD

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Service Area: Nationwide

**“MANY MANAGEMENT SOLUTIONS...1 POINT OF CONTACT”**