



## Capability Statement

### Your Trusted HR Partner for Progressive Organizations

*GEMS delivers HR consulting and administrative project services tailored for government prime contractors. Our expertise enhances project execution, meets compliance and diversity goals, and ensures seamless workforce management support. Partner with GEMS for reliable, mission-aligned contracting solutions.*

#### Core Competencies

- Human Resources Consulting (Compliance, Employee Relations, Talent Acquisition)
- Workforce Planning, Development, and Training
- HR Policy and Procedure Development
- Project Administration and Coordination Services
- Organizational Development and Change Management
- Administrative Support for Government and Corporate Contracts

#### Expertise & Services

- Service-Disabled Veteran-Owned Small Business (SDVOSB) and Women-Owned Small Business (WOSB) certified.
- Helps primes meet diversity subcontracting and small business participation goals.
- Proven operational excellence in delivering HR, compliance, and administrative project support.
- Scalable support tailored to prime contractors' project needs.



#### Differentiators

- **Experienced Executive Leadership:** 30+ years in Human Resources leadership across corporate, nonprofit, and government sectors.
- **Certified, Diverse, Mission-Ready Partner:** Federal certifications (SDVOSB, WOSB, VSB) and Florida state certifications (MBE, WBE, SDVBE) to meet diversity and small business subcontracting goals.
- **Proven Government and Workforce Development Support:** Successfully partnered with CareerSource and SHRM Greater Orlando to deliver strategic HR initiatives, compliance support, and workforce engagement programs.

#### Past Performance

##### CareerSource Central Florida:

- Delivered workforce development support and HR program consulting.
- Supported veteran hiring initiatives and workforce readiness projects.

##### Society for Human Resource Management (SHRM) – Greater Orlando:

- Designed and facilitated leadership development programs.
- Supported mental health workplace initiatives and compliance forums for HR professionals.



**D-U-N-S:** 129255624 | **CAGE Code:** 01H90 | **Website:** [www.gems-hr.com](http://www.gems-hr.com)

**Primary NAICS:** 541612 (Human Resources Consulting Services) | 561110 (Office Administrative Services)  
| **SIC:** 8742, 7389, 8741

**Point of Contact:** Pamela McGee, CEO | (407) 221-5060 | [pmcgee@gems-hr.com](mailto:pmcgee@gems-hr.com)