



CAPABILITY STATEMENT

CONTACT INFORMATION

Phone: (470) 222-5697

www.administrativeservicesmanagement.com

Corporate Address: 235 Peachtree Street NE,
Suite 400
Atlanta, Georgia 30303

Mailing Address: P.O. Box 171
Norcross, Georgia 30091

Direct:

Latosha Miller, MBA

Phone: (786) 529-5422

Email: info.asmpartners@gmail.com

COMPANY DATA

DUNN: 08-048-9499

CAGE: 7ZEB7

NAICS:

531210 - Offices of Real Estate Agents and Brokers

541219 - Accounting Services

541611 - Administrative Management and General
Management Consulting Services

541618 - Management Consulting Services

561110 - Office Administrative Services

561210 - Facilities Support Services

561320 - Temporary Help Services

561410 - Document Preparation Services

561499 - All Other Business Support Services

CERTIFICATIONS

City of Atlanta: DBE, SBE, MBE, FBE, AABE,
SDB, EDWOSB, WOSB

Active Status

in SAM.gov: SDB, WOSB, EDWOSB,
Minority Owned Business

Administrative Services Management, LLC. was founded to create a systematic network of professionals who specialize in various areas of administrative support. Our specialty involves direct support in Architecture, Engineering, Construction, Real Estate, Manufacturing, Hospitals and Government.

DIFFERENTIATORS:

- Committed to the goals and objectives established by our Clients
- Exceed our Clients' expectations by delivering professional and experienced administrative experts
- Our core mission is to bring efficiency to each project by minimizing excessive cost of labor, benefits and added expenses

CORE COMPETENCIES:

- Project Administration
- Project Accounting

SECONDARY COMPETENCIES:

- Program Management Support
- Construction Management Support
- Contract Administration
- Contract Compliance (F.A.R)
- Project Controls
- EBO/DBE Reporting
- Weekly, Monthly & Quarterly Progress Reports
- Inspection Reports
- Meeting Minutes & Agendas
- PowerPoint Presentations
- Excel Spreadsheets
- Document Control
- Right of Way Service
- General Administration