



Corporate Capability Statement Âme Management Group

I. Vendor Information

Tax ID Number: 26-0429365
DUNS Number: 010228259
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Largo, MD 20774
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Website: <http://www.amemgmtgroup.com>
Business Classification: Small Business –Woman Owned Small Business Entrepreneur
NAICS codes: 541611; 541612; 541613; 541618
Cage: 6KSG8
Classification Code: R
Certifications/Associations: Master’s Certificate in Project Management
Organizational Development Certification
Strategic Planning Certification
Government Planning Association
Society of Human Resource Management (SHRM)
Women Business Owners (WBO)
National Association of Professional Women (NAPW)

II. Company Mission

Provide the necessary outsourcing services to small, mid-size and non-profit businesses so the owners can maintain a healthy, balanced and successful lifestyle while achieving their goals and being profitable.

III. Company Overview

Âme Management Group is a DBA of Âme Enterprise, LLC and is a seasoned Outsourcing and Consulting Firm. We collectively represent 65 years’ of Back Office & Event Solutions specializing in providing an extra pair of hands for organization focus on:

- Project Management – We have extensive PM experience including a Master's Certificate in Project Management. We oversee the process of planning, organizing, securing, and managing resources to achieve specific goals within an approved budget.
- Corporate Compliance & Risk Management – We assist clients with developing, implementing and monitoring a system to assess adherence to the highest level of ethical performance. Process involves thorough assessment of current practices to identify areas of vulnerability and non-compliance to funding an organizational ethics and guidelines. Target areas include those often prone to abuse and fraud including:
 - Accuracy in billing (includes financial accuracy and quality of services to ensure they are billable)
 - Honest financial and incident reposting
 - Ethical use of company property
 - Avoidance of conflict of interests



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- Maintaining client confidentiality and HIPAA laws especially with documentation and filing practices
 - **Grants and Program Management** - We development, implement and monitor the effective and ethical system by which to manage the fiduciary and programmatic components of any grant award. Specific areas of expertise include:
 - Task Management plan: developing a plan to execute the grant in a manner that is logical, systematic and achievable by developing an internal scope of work with manageable tasks and key team players
 - Establishment of corporate compliance system: establishment of ethical standards and practices that ensure services are provided in accordance with funding and government standards.
 - Development and maintenance of sound financial practices: development, implementation and monitoring of system to ensure proper fiscal management in areas of allowable costs/spending, billing accuracy, bookkeeping, financial reporting, etc.
 - Maintenance of property management system: documentation of all purchases to ensure they are allowable per grant guidelines and used in accordance with terms
 - Personnel/Human Resources Management: Perform all functions related to the procurement and management of program staff including staffing requirements, recruitment, training, development and administration of employee benefits programs, employee relations, state and federal compliance, coordinate HR audits, create/revise employee and management handbooks as well as handle ethics investigations.
 - Audits: Perform organizational and/or program audits to determine whether financial transactions are properly recorded. Also includes audits of client records for billable treatment plans and case notes
 - Quality management: Development, implementation and review of performance measures to assess performance of program/organization in accordance with grant guidelines. These include all areas related to provision and documentation of services
 - Corporate Event Planning – We have managed and coordinated meetings for up to 1000. (Contract negotiations, identify/obtain guest speakers, manage on-site registration, catering, AV, agenda, presentations, etc.)
 - Human Resource Outsourcing – We serve as HR Consultants working in tandem with Senior Management to handle staffing requirements, recruitment, training, development and administration of employee benefits programs, employee relations, state and federal compliance, coordinate HR audits, create/revise employee and management handbooks as well as handle ethics investigations.
- Business Management – We are certified in Organizational Development. We introduce proven and time tested methods for reconnecting with current customers and solidifying client relationships. We oversee, design, and redesign business operations in the production of goods and/or services using as little resources as needed, and effectively meeting our customer requirements.
- Goal/Metric Design – Work with Management to set a clear statement of 1, 3 or 5 year Goals & objectives, starting from the current status. We develop a metric system to measure achievements and ROI for initiatives, Human Capital, etc.

We help develop or enhance your organizations infrastructure by applying the appropriate processes, alignment and communication flow to foster and manage initiatives and reduce repetitive cost. Âme helps you improve your organizational performance with approaches that have been time-tested and implemented in national and international Fortune 500 companies.



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Through our services we help companies obtain the extra employee(s) needed in one or more areas without gaining the full-time expenses usually associated with a new hire. We will enhance your productivity and improve operational efficiencies which will increase revenue and grow profitability. We understand both the immediate and long-term goals that work for today's organizations, retain the confidence of your investors/customers, manage your risks, strengthen your controls, increase your revenue and create work-life balance for you and your employees.

With our broad reach across industries and functions we understand and speak our clients' language. We understand their business. We have developed a reputation for **professional excellence** through the **high quality** of the services we perform for our clients.

IV. Performance: A Sampling of Our Record of Unsurpassed Client Satisfaction

We pride ourselves on our past performance. We work closely with our clients to provide solutions that are oriented towards both the short-term and long-term needs of the organization. This collaboration creates trust and subsequently leads to a long-lasting, mutually beneficial relationship.

Our successful track record is built upon a combination of diligence, flexibility, and process, all of which provides a thorough understanding our clients' needs. Our high-quality service, coupled with competitive rates and our extensive database of qualified personnel, combine to make Âme Management Group the right choice for your outsourcing and infrastructure needs.

The following clientele examples typify our successful record, high level of services, diversity of skills and talents. These examples illustrate our successful process of understanding client needs and exceptional customer service.

A. BLE Business Solutions, Inc.

Contact: Bernadette Clay
9701 Apollo Drive
Suite 331
Largo, MD 20774
Phone: (301) 322-1700
Email: bleinfo@gmail.com
Website: www.blevirtualoffice.com

Project Description: Âme Management Group provides Human Resource Management, Marketing and Infrastructure Development.

B. Creative Youth Concepts, Inc.

Contact: Quo-Vadis Ford
2423 Lamb Avenue
Richmond, VA 23222
Phone: (804) 525-4101
Website: www.cyc4families.com

Project Description: Âme Management Group provides program management consulting with a focus on quality management and auditing.

C. MadlyLiving Bed & Breakfast

Contact: Candice Camille
11961 Autumnwood Lane,
Fort Washington, MD 20744



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Phone. 301.292.9008
Website. www.MadlyLiving.com
Email: candicecamille@gmail.com

Project Description:

Âme Management Group provides Business Development, Marketing Implementation and Administrative services.

D. National Alliance on Mental Illness DC (NAMI DC)

Contact: Lois Fitzgerald
422 8th Street, SE
Washington, DC 20002
Phone. 202.546.0646
Website. www.namidc.org

Project Description:

Âme Management Group provides Program and Executive Management consulting. Management of multiple programs, consultants and annual budget over \$200, 000.

E. Peter Schwartz Property Management

Contact: Tamiko Tarver-Washington
1350 Connecticut Ave; Suite 1200
Washington, DC 20036
Phone: 202-861-1350
Email: Tamiko@pngs.com
Website: www.pngs.com

Project Description:

Âme Management Group provides Human Resource Outsourcing. We also updated their employee manual and conducted an analysis of the Company's Benefits Program. Worked in tandem with Management revamp the benefits program and provide overview and enrollment sessions.