



# PROFESSIONAL ACQUISITION SERVICES, LLC.

Federal Acquisition, Procurement, Contracting, and related Program Management and Consulting  
Services Expertise | Experience | Proven Results

## OUR SERVICES:

### Full Cycle Acquisition

- Strategic Sourcing
- Business Case Development
- Program Acquisition Support
- Project Market Research
- Strategy and Assessment Support
- Acquisition Strategy Development related to Capital Asset Planning
- Procurement Plan Development

### Full Cycle Contracting

- Work Statement (PWS, SOO) development
- Cost/Price (IGCE) Development
- Requirement Market Research
- Contract Administration
- Invoice Management/ Monitoring and Reconciliation
- Subcontract Management and Compliance Reviews
- Task Order Management
- Contract Closeout

### Contract/ Project Management

- Performance Monitoring
- Deliverable Management
- Subcontract/ Task Order Management
- FOIA Administration
- Acquisition Records Management
- Unsolicited Proposal Support Services
- Compliance Reviews

### Grants and Agreement Administration

- Grant Competition and Award
- Administration and Reporting
- Unsolicited Proposal Support Services

### Acquisition Training and Coaching

- Acquisition and Contracting
- COR/COTR Training

## AGENCIES SERVED:

- U.S Department of Agriculture
- U.S. Postal Service
- FEMA
- Veterans Administration
- Millennium Challenge Corporation
- Census Bureau
- National Oceanic and Atmospheric Administration (NOAA)
- National Science Foundation
- Department of Justice

## SERVICE MISSION

*To deliver right solutions that meet customer needs.*

**Professional Acquisition Services, LLC. (PrÁS)** was founded on 30 years of federal acquisition management, operations, and procurement support activities and related program/project management and operations experience.

**PrÁS** provides support at all levels of procurement, contracting and acquisition involving the Full-Cycle Acquisition and Cradle-to-Grave Contracting process including acquisition business case strategy development, program and acquisition market research, development of supporting documents related to acquisition and budget development of the OMB Exhibit 300 A/B submission. In addition, **PrÁS** provides full-service contract close-out and preparation of documents for deposition in accordance with NARA's FRC procedures. Services include secured shredding of applicable records.

Whether micro purchases, simplified acquisitions, or large complex multi-year fixed price, time and material or cost reimbursement contracts or contract closeout, **PrÁS** is uniquely structured to provide direct executive level consulting services, as well as, senior through junior level contracting/procurement staff augmentation supporting any acquisition, program, and/or contracting office. Services are responsive, dependable, and knowledgeable using a cadre of best practice techniques learned over 30 years of federal contracting management, policy development, and operational experiences.

**PrÁS** is your source to obtain immediate short term and flexible procurement services for agency program, project, or general and specific contract strategy and operations services and solutions.

## NAICS Description – (Main Codes)

541199 – All Other Legal Services

541611 – Administrative Mgmt and General Mgmt Consulting Services

541613 – Marketing Consulting Services

541618 – Other Management Consulting Services

541990 – All Other Professional, Scientific and Technical Services

561410 – Document Preparation Services

561499 – All Other Business Support Services

611430 – Professional and Management Development Training

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## CERTIFICATIONS

Woman Owned Small Business, EDWOSB, SBA 8(a) certified, MBE  
DUNS: 603678355 CAGE: 4FN24

**Paulette Roseboro, President/Sr. Acquisition Professional**

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