

Capability Statement

BUSINESS SUMMARY

Global Organization and Planning Services' motto is that ***we make every client our priority***, with 20 years of experience:



- An event planning and management service provider, also providing other professional services listed below, that facilitates the needs of corporate, non-profit and government clients utilizing the latest technologies with the innovative expertise of our staff.
- Designed and developed a customizable event project tracker system for online access by clients and their constituents, which maximizes the cost and time savings in planning simultaneous events by automating the client submissions process for detailed and descriptive event and travel requests, to which we could begin planning faster.
- Partnered with a small IT company to develop a customized mobile app that markets and advertises on social media, ticket, and records stats from clients' events.
- Have designed and developed social media marketing initiatives, to include online video production and the development of online information portals for targeted minority small business audiences.
- Manage from start to finish all event and project phases – planning, management, and execution.

CREDENTIALS

- MWBE Certifications: State of New Jersey, NYNJMSDC, City of New York, PANYNJ, Fulton County (GA), and City of Atlanta
- DUNS #: 132499802
- DBE Certification: Port Authority of NY & NJ
- SBE Certification: Port Authority of NY & NJ
- Registered in NJ (headquarters), NY, and GA
- NAICS CODES: 561920, 561520, 541614, 541611, 561599 & SIC Code: 8742

CAPABILITIES

Below is a list of what we do and the services that we offer:

- **Event Planning and Logistics Management:** Provide ***virtual event solutions*** and consulting that meet individual client needs amid the COVID-19 pandemic, with our technologically experienced staff. For in-person events, provide planning, management, and execution, including on-site staffing, travel management, and event planning training, while partnering with other certified diverse vendors to incorporate additional services such as catering, print work, and signage.
- **International:** We have over 15 years of planning, managing and executing events overseas from beginning to end, managing clients' group international and in-country ground transportation, hotel accommodations, daily meal and activities, and business functions, in parts of Africa, Europe, Asia and South America. Also, successfully collaborating with in-country vendors with whom we have researched and/or have built relationships, for more local-specific planning.
- **Project Development for General Contractors:** Manage project logistics, provide consulting, develop project plans, schedule project reviews, provide staffing, and manage administrative tasks.
- **Capacity Building:** Manage resources that assist clients in exceeding their goals and their commitment to diversity, inclusion, and transparency in contract collaborations, in planning and managing virtual outreach, partnership events, site visits, and meet & greets, and in helping them identify and set their long-term goals.



- **Compliance Management and Tracking:** Monitor, track, and record subcontractors' performance in adherence to government regulations, conducting assessments, reporting, and managing benchmarks for clients and stakeholders throughout the entire project life-cycle.
- **Proposal Writing:** Develop bid content, write proposals in response to corporate bids and grant RFPs, and write proposal reviews.
- **Business Coaching:** Provide online and one-on-one business coaching to help minority small business owners surmount some of the unique challenges that they face.
- **Training:** Provide minority small business development, and subject specific and occupational training.
- **PPE:** Provide PPE for clients, for their events and general purposes, through our US-based distributor partners. Available items include: N95, KN95, and surgical masks, Nitrile examination gloves, disposable isolation gowns, hand sanitizer, no-touch thermometers, and industrial size toilet tissue, paper towers, and trash bags. Products re FDA, CE, and NIOSH certified and available in large quantities.

CLIENTS (*three of our most notable contracts*)

ABM, Inc., Atlanta, GA

- Wrote bid responses for ABM's commercial bids worth hundreds of millions of dollars.
- Created pitch decks in PowerPoint for sales teams presenting to potential clients in pursuit of new commercial business in Facilities Management.
- Edited proposal content for colleagues in quality reviews.
- Performed project management for bid opportunity process, coordinating sales support, proposal writing, price planning, and RFP response submission.
- Managed and edited bid proposal content in SharePoint and for Qvidian repository, respectively.

Educational Testing Service (ETS), for the US Department of Education—NAEP Initiative, Princeton, NJ

- Planned and staffed monthly meetings for the US Department of Education's *National Assessment for Educational Progress* (NAEP) contracts.
- Managed travel (flight, train, ground transportation, and hotel bookings) annually for up to 500 guests attending monthly meetings in the DC/VA/MD area.
- Provided monthly reporting for and reconciliations of all expenses for a budget of approximately \$650,000 each year.
- Selected venue and negotiated pricing and concessions with hotel venues for meeting space and over-night hotel stays for all meeting guests.



National Football League, Inc. (NFL) – Super Bowl XLVIII NY/NJ, New York, NY

- Planned, managed, executed, and staffed three *Super Bowl XLVIII Business Connect Playbook Series Workshops* and a *Business Leadership Forum Gala* held in New York and New Jersey.
- Managed program participants, speakers, and session facilitators for business development workshops, as well as food and beverage, and provided staffing for on-site registration and management during the events.

IN THE PRESS

- *Black Enterprise* (online): 2/1/14, *One Entrepreneur's Journey to Super Bowl XLVIII*; <https://www.blackenterprise.com/one-entrepreneurs-journey-to-super-bowl-xlviiii/>
- *Plan Your Meeting @ Meeting Professionals International (MPI)*: 3/7/07, *Go global! Part one: Planning events overseas*; <https://web.archive.org/web/20200808124112/https://planyourmeetings.com/go-global-part-one-planning-events-overseas/>