MindFinders

Bringing Great Minds Together….

Corporate Capabilities Overview

Corporate Headquarters:

1200 18th Street, NW, Suite 550

Washington, DC 20036

Telephone: (202) 400-2602

Fax: (202) 450-5693

Website: www.TheMindFinders.com

Email: ContactUs@TheMindFinders.com

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Corporate Overview

MISSION STATEMENT:

"To be the premier provider of the specialized staffing and IT project solutions adhering to the highest level of customer service and business ethics in all markets we serve."

We're more than a resource - we're a partner

❑ Provide specialized staffing solutions and IT Project solutions to the Federal Government, State Governments, Non-Profits, and Fortune 500 corporations.   Operate two specialized divisions:

 1) Our Staffing Solutions

 ❖ Administrative & Operational
 ❖ Information Technology

 2) Our IT Project Solutions

❑ Proven talent acquisition program to hire top talent

❑ Focused and experienced program management team

❑ Unimpeachable business ethics.

❑ Superior track record of past performance.

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Staffing Solutions

Increase Productivity and Manage Costs: *Measures to reduce expenditures and manage costs can result in reduced staffing levels. These reductions in staffing levels mandate that organizations do more with less. MindFinders is able to assist organizations by performing operational functions at lower costs.*

Administrative & Operational Staffing

MindFinders provides the highest quality and efficient value added administrative and operational solutions. We provide a wide range of personnel support for on-call and back-up services to meet unexpected workloads and peak demands in the areas of :

- ✓ Administrative Support (Executive Secretary, Secretary, Receptionist, Administrative Assistant, etc.)
- ✓ Accounting Support (Accounting Clerk, Accounts Payable, Accounts Receivable, Billing Specialist)
- ✓ Accountants (Staff, General Ledger, CPA)
- ✓ Contract & Acquisition Management
- ✓ Customer Support
- ✓ Financial Analyst
- ✓ Grant Management
- ✓ Human Resources Management Support
- ✓ Professional & Executive Recruitment

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Information Technology Staffing

Our professionals are screened to your specifications and ready to take on mission-critical projects. Long term and temporary support for project management, full lifecycle software development, software and systems maintenance, network support, help desk and desktop support, database administration, and quality assurance management. We provide a variety of long-term and temporary personnel support in the areas of:

- ✓ Software Developer/Web Developer
- ✓ System Engineer
- ✓ Data Analyst/Business Analyst
- ✓ Network Engineer
- ✓ System Administrator
- ✓ Help Desk & Desktop Specialist
- ✓ Program/Project Manager
- ✓ System Architect
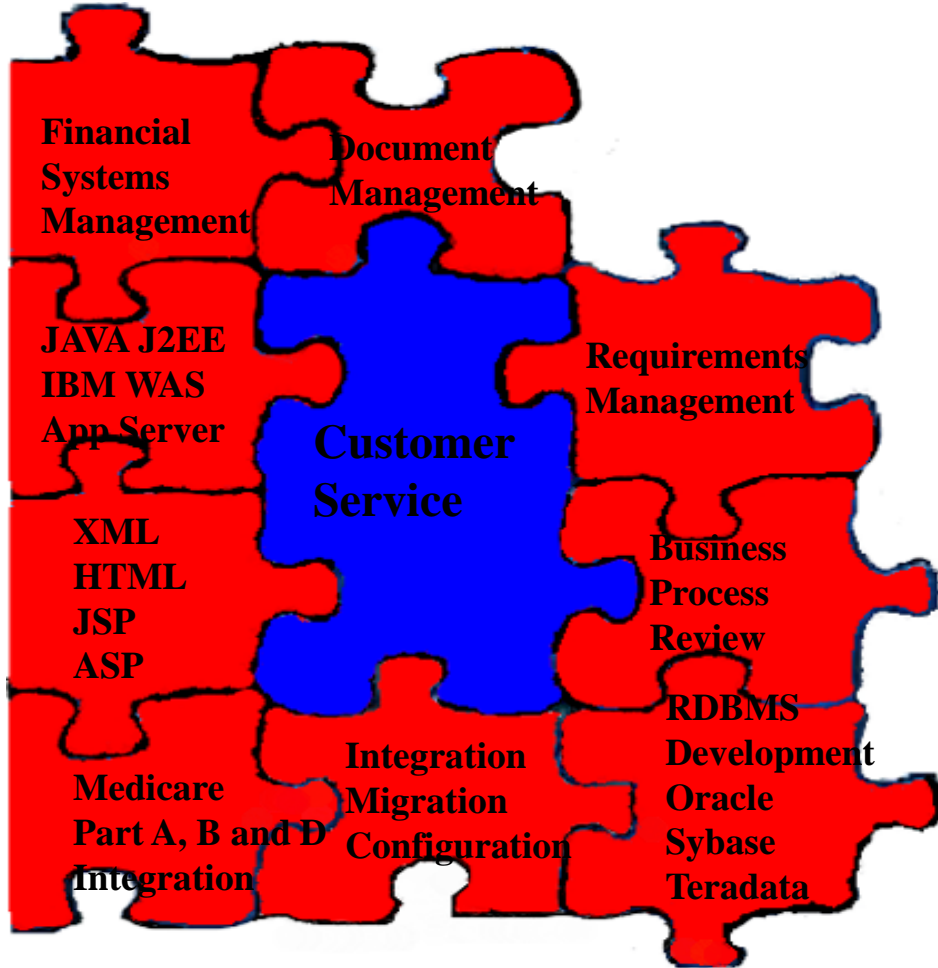
IT Project Solutions

Increase efficient with Automated Systems: *Automated systems play an ever-increasing role in ensuring that organizations operate efficiently. Our technical staff provides full life-cycle management from design and development to implementation, documentation, and system support.*

Information Technology Project Solutions

MindFinders provides the highest quality and most innovative value added Information Technology solution. We provide the perfect blend of technically savvy Industry Experts with the latest trends in Best Practices development concepts. We consistently deliver on time, mission critical solutions in leading edge technologies and well established back office legacy systems.

- ✓ Project Management
- ✓ Full Lifecycle Software Development according to the CMMI Level III Standard
- ✓ Software and System Maintenance (Client Server & Mainframe)
- ✓ Network Support
- ✓ Help Desk and Desktop Support
- ✓ Database Administration (Performance Tuning, Logical & Physical Design)
- ✓ Quality Assurance Management

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Information Technology Core Competencies

Financial Systems Management

Document Management

JAVA J2EE IBM WAS App Server

Customer Service

Requirements Management

XML HTML JSP ASP

Business Process Review

Medicare Part A, B and D Integration

Integration Migration Configuration

RDBMS Development Oracle Sybase Teradata

*MindFinders provides the perfect blend of technically savvy **Industry Experts** with the latest trends in **Best Practices** development and system support concepts. We consistently deliver on time, mission critical Solutions in leading edge technologies and well established back office legacy systems.*

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Nationwide Customer Locations

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Satisfied Customers

Government

- ✓ Department of Agriculture
- ✓ Department of Health and Human Services (HRSA, CMS, NIH)
- ✓ Department of Homeland Security
- ✓ Department of State
- ✓ Department of Veterans Affairs
- ✓ Environmental Protection Agency
- ✓ Import-Export Bank of the US
- ✓ Federal Court Services & Offender Supervision Agency
- ✓ Government of the District of Columbia
- ✓ Library of Congress
- ✓ Maryland National Capital Park & Planning
- ✓ Montgomery County Government
- ✓ Smithsonian Institution
- ✓ Social Security Administration
- ✓ USAID

Commercial

- ✓ Bernstein Management
- ✓ EDS \ Hewlett-Packard
- ✓ Georgetown University
- ✓ General Dynamics
- ✓ Graduate School
- ✓ Howard University Hospital
- ✓ IBM
- ✓ Industrial Bank
- ✓ Land Trust Alliance
- ✓ Lockheed Martin
- ✓ National Capital Revitalization Corp
- ✓ National Association of Social Workers
- ✓ Sprint
- ✓ Northrop Grumman
- ✓ Oberthur Technologies
- ✓ Price Waterhouse Coopers, LLC
- ✓ Symantec

MindFinders

Acquisition Vehicles

THOUGHTS:

"Talented employees matter – they are the most valuable asset a company has. The companies who win tomorrow will excel in talent acquisition and management."

~Tim R. Booker

Certifications

✓ SBA Small Disadvantaged Business (SDB)

✓ District of Columbia CBE: LSD73481032016

✓ GSA 736 (TAPS) Schedule: GS-02F-022AA

✓ GSA 70 (IT) Schedule: GS-35F-0611Y

✓ District of Columbia Supply Schedule (DCSS) : CW 26853

✓ District of Columbia DDOT

✓ Virginia MBE

NAICS Codes

Code	Description
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management
541519	Other Computer Related Services
541211	Offices of Certified Public Accountants
541219	Other Accounting Services
541611	Administrative Mgmt\General Mgmt Consulting Services
541612	Human Resources & Executive Search Consulting Services
561110	Office Administrative Services
561210	Facilities Support Services
561310	Employment Placement Agencies
561320	Temporary Help Services
961190	Other General Government Support

Corporate Leadership

TESTIMONIAL:

"MindFinders is filled with active listeners, which enables a high level of understanding of business and operational requirements and positions them well to improvise when necessary to deliver the best possible price and business solutions"

Director, Department of Homeland Security

Message from the President and CEO

MindFinders was founded more than twelve years ago on two beliefs – "talent matters – it is the most valuable asset a company has" and "the companies who win tomorrow will excel in talent acquisition and management." By attracting and retaining the most talent professionals, we have developed long-term business partnerships with our clients to analyze their requirements and develop innovative solutions in a collaborative environment.

I firmly believe that our success and growth are the result of our unimpeachable business ethnics, commitment to hiring the best talent, caring of our staff, and proactive management approach to quality which forms the foundation of all our business relationships.

At MindFinders, we are obsessed with excellence and caring in all we do.

Sincerely,

Tim R. Booker,
President & CEO