



# Corporate Capabilities Overview

## Corporate Headquarters:

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### Mission Statement:

“To be the premier provider of the specialized staffing and IT Government 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.

MindFinders, Inc. provides specialized IT Government solutions and staffing solutions to the Federal Government, State Governments, Non-Profits, and Fortune 500 corporations.

### Two Specialized Divisions



#### IT Government Solutions

- Health IT
- Software Development

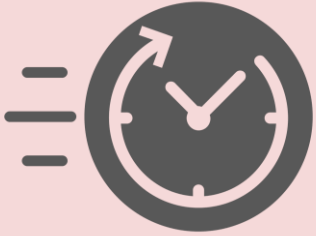


#### Staffing Solutions

- Administrative & Finance
- Information Technology

### Our Expertise

- Focused and experienced program management team.
- Proven talent acquisition program to hire and retain top talent.
- Superior track record of past performance and business ethics.



## Increase Efficiency

Automated systems play an increasing role in ensuring that organizations operate efficiently.

Our technical staff **provides full lifecycle management** from design and development to implementation, documentation, and system support.

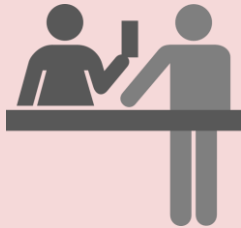
## Information Technology Government Solutions

MindFinders develops high quality, innovative value-added Information Technology (IT) solutions. We offer technically savvy **Industry Experts** that use the latest trends and **Best Practices** development concepts.

We consistently deliver on time, mission critical solutions using leading edge technologies and well-established back office legacy systems.

### Our Expertise

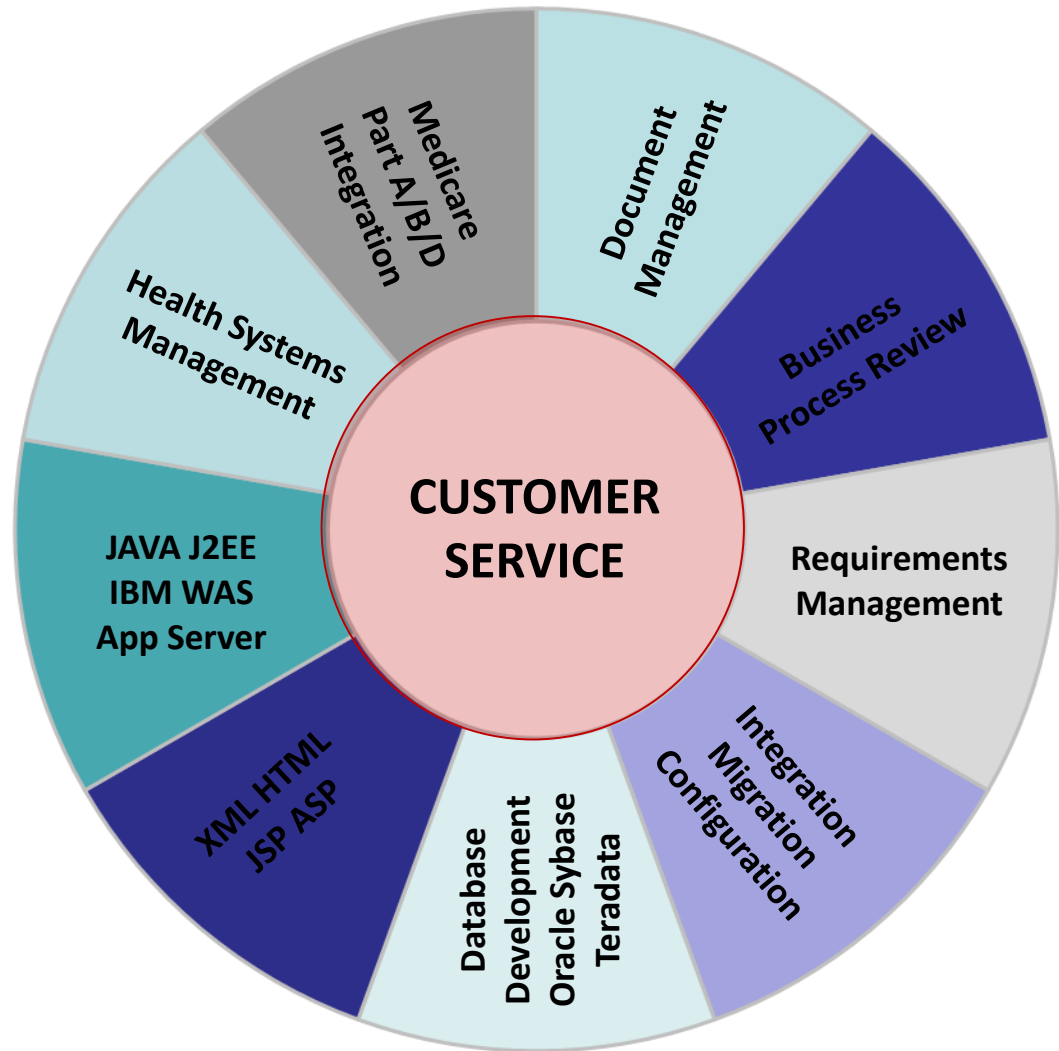
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| <ul style="list-style-type: none"><li>• Health IT Specialized Practice</li><li>• Project Management</li><li>• Full Lifecycle Software Development according to the CMMI Level III Standard</li><li>• Software and System Maintenance (Client Server &amp; Mainframe)</li></ul> | <ul style="list-style-type: none"><li>• Network Support</li><li>• Help Desk and Desktop Support</li><li>• Database Administration (Performance Tuning, Logical &amp; Physical Design)</li><li>• Quality Assurance Management</li></ul> |
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## Beyond IT Expertise: Customer Service

MindFinders boasts technical competencies in several key areas, but **customer service is central to everything that we do.**

Our IT Solutions clients can be assured that we deliver on our technical expertise, while providing excellent customer service and program management.





## **Increase Productivity & 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 supports organizations by performing operational functions at a lower cost.**

## **Administrative and Operational Staffing Solutions**

MindFinders excels at delivering administrative and operational solutions that are of superior quality and exceed expectations.

We provide a wide range of personnel support for on-call and back-up services to meet unexpected workloads and to support organizations during peak demand cycles in several key administrative and operational areas.

### **Our Expertise**

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| <ul style="list-style-type: none"><li>• Administrative Support (Executive Secretary, Secretary, Receptionist, Administrative Assistant, etc.)</li><li>• Accounting Support (Accounting Clerk, Accounts Payable, Accounts Receivable, Billing Specialist)</li><li>• Accountants (Staff, General Ledger, CPA)</li></ul> | <ul style="list-style-type: none"><li>• Customer Support</li><li>• Financial Analyst</li><li>• Grant Management</li><li>• Human Resources Management Support</li><li>• Professional &amp; Executive Recruitment</li><li>• Contract &amp; Acquisition Management</li></ul> |
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## Technical Proficiency

MindFinders, Inc. is well versed in sourcing talented and qualified Information Technology candidates.

Our recruiters are equipped with years of technical recruiting experience and **extensive function-specific knowledge** to support your organization's needs.

## Information Technology Staffing Solutions

Our professionals are screened according to your specifications and ready to take on mission-critical projects. We offer 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 for Information Technology roles.

### Our Expertise

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| <ul style="list-style-type: none"><li>• Software Developer/Web Developer</li><li>• System Engineer</li><li>• Data Analyst/Business Analyst</li><li>• Network Engineer</li></ul> | <ul style="list-style-type: none"><li>• System Administrator</li><li>• Help Desk &amp; Desktop Specialist</li><li>• Program/Project Manager</li><li>• System Architect</li></ul> |
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### High Quality, Wherever You Are

MindFinders, Inc. has serviced customers **across the United States** – from the DC Metro Area to California.

We pride ourselves maintaining high standards regardless of where our customers are seated.

### MindFinders Coast-to-Coast Customer Reach





### Established & Reliable

MindFinders, Inc. can cite **several examples of successful past performance** with local, state, and federal government agencies.

We offer a deep understanding of the government environment and are happy to provide references who can speak to our previous performance.

### MindFinders' Government Clients

MindFinders, Inc. is a trusted small business government contractor to several local, state, and Federal government clients.

#### Examples of our Government Clients

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|--|---|
| <ul style="list-style-type: none"><li>• Department of Agriculture</li><li>• Department of Health and Human Services (HRSA, CMS, NIH)</li><li>• Department of Homeland Security</li><li>• Department of State</li><li>• Department of Veterans Affairs</li><li>• Environmental Protection Agency</li><li>• Import-Export Bank of the US</li></ul> | <ul style="list-style-type: none"><li>• Federal Court Services &amp; Offender Supervision Agency</li><li>• Government of the District of Columbia</li><li>• Library of Congress</li><li>• Maryland National Capital Park &amp; Planning</li><li>• Montgomery County Government</li><li>• Smithsonian Institution</li><li>• Social Security Administration</li><li>• USAID</li></ul> |
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### A Trusted Partner

MindFinders, Inc. considers itself a trusted partner to our commercial clients – we are **an extension of your organization.**

We excel at developing a deeper understanding of your organization and industry, including fit within the market, company history, and workplace culture

### MindFinders' Commercial Clients

MindFinders, Inc. is a trusted partner to several commercial clients, including corporate and non-profit organizations.

#### Examples of our Commercial Clients

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| <ul style="list-style-type: none"><li>• Bernstein Management</li><li>• EDS \ Hewlett-Packard</li><li>• Georgetown University</li><li>• General Dynamics</li><li>• Graduate School</li><li>• Howard University Hospital</li><li>• IBM</li><li>• Industrial Bank</li><li>• Price Waterhouse Coopers, LLC</li><li>• Symantec</li></ul> | <ul style="list-style-type: none"><li>• Land Trust Alliance</li><li>• Lockheed Martin</li><li>• National Capital Revitalization Corp</li><li>• National Association of Social Workers</li><li>• Sprint</li><li>• Northrop Grumman</li><li>• Oberthur Technologies</li></ul> |
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## An Industry Leader

As a leading staffing firm in Washington, DC, we are dedicated to providing total solutions and **supporting our clients with a wide range of management support functions** to meet their unique and evolving needs.

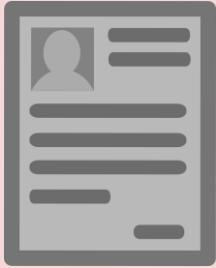
Founded in March 2001 by Tim Booker, President and CEO, we have the highest standards for business ethics and an exceptional track record of success.

## MindFinders in the Marketplace

MindFinders, Inc. has been awarded several vehicles and certificates.

### Acquisition Vehicles & 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



## Focus on Talent

Tim Booker, President and CEO of MindFinders, Inc., believes that, **“Talented employees matter – they are the most valuable asset a company has.**

The companies who win tomorrow will excel in talent acquisition and management.”

Our focus on talent means we are a trusted asset – for both clients and candidates alike.

## MindFinders Primary Activities

MindFinders, Inc.’s associated NAICS Codes define our capability set.

### 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



## Client 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 & CEO

MindFinders was founded more than sixteen 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.

We firmly believe that our success and growth are the result of our **unimpeachable business ethics, commitment to hiring the best talent, caring for 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**