ADMINISTRATIVE SERVICES

SUCCESS BEGINS WITH THE RIGHT TEAM

Johnson Venture Management Solutions, Inc. (JVM) is a Management and Professional Consulting small business providing General Administration Support Services throughout the United States. We serve clients in the Department of Defense (DoD) and other Federal agencies to identify opportunities for efficiency, manage resources, and optimize operations to achieve sustainable program management. Headquartered in San Antonio, TX, JVM has been certified by the Small Business Administration as an 8(a), EDWOSB, and SDVOSB Small Business. Our team of experts is committed to delivering cost-effective solutions that meet the unique needs of each agency we work with. Trust us to be your partner in excellence.



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UEI: CCLDP2LPGKN4

CORE COMPETENCIES

- Administrative Support Services
- Executive Services
- Data Management & Clerical Services
- Data Entry & Analytics
- Office Support
- Records Management
- Case Management
- Help Desk Support
- Document Preparation
- Operations Management
- Program Management
- Strategic Planning/Risk Management
- Inventory Specialist Trainer
- Training

CERTIFICATIONS

8(a) CERTIFIED | EDWOSB CERTIFIED | WOSB CERTIFIED | SERVICE-DISABLED VETERAN-OWNED CERTIFIED

Certified to ISO 9001:2015

8(a), SDVOSB, EDWOSB, WOSB, DBE, ACDBE, & TXHUB

CONTACT INFORMATION

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ADMINISTRATIVE SERVICES

DIFFERENTIATORS

- 21+ years of experience with successful contracting support to the Federal Government.
- Our commitment to delivering on our promises is paramount.
- Our prices are both cost-effective and competitive.
- DAWIA Level III Contracting Certified Professionals.
- DCAA Compliant Accounting System
- Our services are scalable and available when and where agencies need them.

PAST PERFORMANCE

Department of the Army Chief of Chaplains (DACH) Family Program Management

JVM provides onsite administrative program management support to the U.S. Army with a chaplain-led faith-based program designed to assist Army commanders with building and maintaining strong family structures. Demonstrating strong program performance, we have successfully executed 1,899 Active Duty, U.S. Army Reserve, and U.S. Air National Guard events, serving 22,686 participants, including soldiers and family members.

U.S. Air Force Physical Evaluation Board Liaison Officer (PEBLO) Support

JVM provides Physical Evaluation Board Liaison Officer (PEBLO) support to 92nd Medical Group located in Fairchild AFB, WA. Services include counseling 18,000 active duty and reserve component members on the program requirements, military benefits, legal rights and travel requirements.

Defense Media Activity Acquisition Assistance and Contract Management Support

JVM provided Acquisition and Contract Management support services to the Defense Media Activity (DMA) Office of Acquisition Directorate. Our team technical support included guidance in Procurement Policy, Procurement Planning and Implementation, Pricing Methodology, Principles and Standards, and assist in conducting analysis of Cost and Price Methodology & Contract Cost Principles. In addition, our team performed contract administrative functions to include contract modifications, support of GAO/IG/Peer Review Audits/PMRs, and Acquisition Support Training.

NAICS CODES

541611 - Administrative And General Management Consulting Services
541612 - Human Resources Consulting Services
541613 - Marketing Consulting Services
541618 - Other Management Consulting Services
541890 - Other Services Related To Advertising
541930 - Translation And Interpretation Services
541990 - All Other Professional, Scientific, And Technical
561110 - Office Administrative Services
561311 - Employment Placement Agencies
561312 - Executive Search Services
561320 - Temporary Help Services
561410 - Document Preparation Services
561421 - Telephone Answering Services
561499 - All Other Business Support Services
561990 - All Other Support Services

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