

CAPABILITIES STATEMENT

AT A GLANCE

Minority Woman-Owned Business
DUNS: 0138223671
EIN: 81-4678733
CAGE: 8NU74

CERTIFICATION

Women's Business Enterprise National Council (WBENC) – Texas
Minority Business Enterprise (MBE)
Small Business Enterprise (SBE)
Historically Underutilized Business (HUB) – Texas

NAICS CODES

541611	Administrative Mgmt and General Mgmt Consulting Services.
561110	Office Administrative Services
541618	Other Management Consulting Services
541214	Payroll Services
541600	Management, Scientific and Technical Consulting Services
561920	Convention and Trade Show Organizers. Event & Meeting Planning Services
561510	Travel Agencies
541990	All Other Professional, Scientific, and Technical Services
561421	Telephone Answering Services
541219	Account Services
561499	All Other Business Support Services
561410	Document Preparation Services
452319	All Other General Merchandise

SIC CODES

5611	Office Administrative Services
90	Creative, Arts and Entertainment Activities
7389	Telephone Answering Service

CONTACT INFORMATION

Name: Michelle Black, CEO
Address: 13100 Wortham Center Dr
Ste. 3116
Houston, TX 77065
Email: info@kas-llc.com
Phone: (346) 917-0048
Website: www.kas-llc.com

NOTE

1. Government Purchase Card accepted
2. Currently no GSA Schedule

COMPANY OVERVIEW

Kingdom Administrative Services LLC is your leading administrative business concierge service company, providing comprehensive administrative solutions designed to enhance operational efficiency and drive business growth. We specialize in delivering tailored administrative management, consulting, and support services to small business owners, government agencies, prime contractors, subcontractors, business coaches, speakers/authors, and private sector clients across various industries, ensuring comprehensive support for all segments of individuals and organizations. Our mission is to empower businesses by managing their essential administrative tasks, enabling them to focus on strategic objectives and achieve sustainable growth.

CORE COMPETENCIES

- **Strategic Consultation, Business Optimization & Process Improvement**
Deliver actionable insights to streamline operations, enhance project outcomes, and maintain a competitive advantage, particularly for prime contractors.
- **Executive Administration, Office Management, Data Entry & Document Management**
Provide comprehensive administrative services to handle routine tasks with precision, ensuring smooth project operations and compliance with deadlines.
- **Comprehensive Payroll Processing & Compliance**
Offer end-to-end payroll services, ensuring accuracy, legal compliance, and timely processing to minimize risk for prime contractors.
- **Project Management, Business Development & Operational Consulting**
Manage complex projects and provide strategic guidance to ensure on-time delivery, within budget, and positioning clients for future growth.
- **Corporate Events Management, Travel Coordination & Professional Support Services**
Oversee event logistics, corporate travel, and after-hours communication to support contractors in maintaining smooth operations, client relationships, and business expansion.

DIFFERENTIATORS

- **Comprehensive Administrative Expertise:** We provide a diverse range of essential administrative services, including business start-up support, office development, virtual and executive administrative services, project management, event/planning and travel services.
- **Tailored Solutions:** Each service is customized to the unique needs of our clients, ensuring smooth and efficient business operations.
- **Holistic Support:** Our services go beyond basic administration; we empower businesses to focus on their strategic goals and growth, confident that their administrative needs are in capable hands.
- **Prime Contractor Advantage:** Our specialized knowledge helps clients secure and execute government contracts by offering critical support services like compliance management, onboarding/pre-qualification of subcontractors, and project oversight.
- **Certified and Experienced Team:** Our certifications and professional team ensure compliance with industry standards while providing top-notch service.

PAST PERFORMANCE

Kingdom Administrative Services LLC has successfully supported thousands of small businesses with their administrative needs, delivering tailored solutions that enhance operational efficiency and business growth. Our team's expertise in strategic consultation, executive administration, office management, project management, and financial services has been integral in helping businesses streamline their processes, improve productivity, and achieve sustainable growth. By providing reliable, customized administrative services, we've empowered entrepreneurs, small businesses, and organizations across various industries to focus on their core operations, ultimately driving their success.

- Downtown Houston+ (Event Planning and Consulting)
- Referred by a city department to assist the National Rifle Association (NRA) with entertainment event services, providing seamless coordination and support to ensure a successful and impactful event (Event Planning)
- FBL Clinical & Consultation (Management, Administration & Consulting)
- T.S. & F. Consultant and Management (Consulting, Marketing & Administration)
- MLT Network of Business (Administration Services)
- 500+ Small Independent Business Owners (Consulting, Marketing & Administration Services)