

# 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

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## 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 government agencies, prime contractors, and private sector clients across various industries. 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, and Process Improvement  
We provide actionable insights that help clients streamline operations, boost efficiency, and achieve strategic goals. This service is crucial for prime contractors looking to enhance overall project outcomes and maintain competitive advantage.
- Executive Administration, Office Mgmt, Data Entry & Document Mgmt  
Our comprehensive administrative services ensure that routine tasks are handled with precision, freeing up your team to focus on high-impact activities. We excel in managing the details that keep projects running smoothly, which is essential for meeting government compliance and deadlines.
- Comprehensive Payroll Processing and Compliance  
We deliver end-to-end payroll management services, ensuring accuracy and adherence to all legal and regulatory requirements. For prime contractors, this minimizes risk while ensuring timely and compliant payroll processes.
- Project Management, Business Development, and Operational Consulting  
With expertise in managing complex projects and providing strategic consulting, we enable prime contractors to deliver projects on time and within budget while positioning them for future growth opportunities.
- Management of Corporate Events, Seminars, and Trade Shows  
We handle everything from event logistics to execution, ensuring successful and impactful engagements. Our event management services support prime contractors in showcasing their capabilities, fostering relationships, and driving business growth.
- Corporate Travel Coordination and Itinerary Management  
We provide seamless travel solutions for busy executives and project teams, ensuring that all logistical details are covered. This service is vital for prime contractors managing multiple projects across different locations.
- Document Preparation Services  
Expertly managing and preparing a wide range of essential business documents, including reports, presentations, and official communications. Our services ensure accuracy, compliance, and professional formatting, supporting businesses in maintaining clear and consistent documentation for internal operations and client interactions.
- Professional After-Hours Answering Services and Customer Support  
We ensure consistent communication and client engagement, even outside regular business hours. For prime contractors, this service enhances responsiveness, improves client satisfaction, and supports continuous operations.

## **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, accounting, payroll, marketing, and data entry management.
- **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, documentation, 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.

- M.D. Anderson Cancer Center (Management, Administration & Consulting and more)
- Houston Methodist Hospital (Management, Administration & Consulting and more)
- T.S. & F. Consultant and Management (Consulting, Marketing & Administration)
- MLT Network of Business (Administration Services)
- 500+ Small Independent Business Owners (Consulting, Marketing & Administration Services)