

HGM---An SBA 8(a) Firm that supports People with Disabilities



Providing high quality Administrative and Technical Support Services

HGM Management & Technologies, Inc. (HGM), is an SBA 8(a) and SDB certified consulting firm, working in partnership with NISH and Community Rehabilitation Programs (CRPs) to create new opportunities for people with disabilities. We can provide high quality, competent technical support in Administrative and Technical Services utilizing state-of-the art tools, technologies and methods. Our professionals are highly trained and skilled, with strong capabilities in the field.

HGM has provided Administrative and Technical Support Services to: • National Institute of Allergies and Infectious Diseases (NIAID) • Housing and Urban Development Agency • US Department of Transportation • Centers for Medicare & Medicaid Services • GSA Public Building Services • District of Columbia • Washington Suburban Sanitary Commission (WSSC).

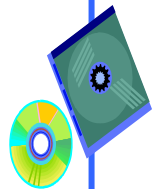
Administrative Services

- Word Processing
- Medical Transcription
- Document Imaging
- Telemarketing
- Switchboard Operations
- Mail Room Operations
- Micrographics
- Data Entry and Management
- General Support Services



Technical Services

- Computer Systems Analysis
- Database Management
- Graphics Design
- Operation of Call Centers
- Operations of Supply Centers
- Security Services
- Recycling Services
- Vehicle Inspection and Maintenance
- Commercial Facility Management
- Warehousing and Distribution
- Quality Assurance



Let our expert team help you:

- Achieve peak performance from your existing organization
- Manage your Mail Room
- Improve your Administrative Services
- Enhance your reporting capabilities
- Tune your databases to maintain peak performance
- Ensure the operational efficiency of your Technical Services
- Handle all aspects of your Call Centers



Schedule



MOBIS –GS-10F-0341-M
IT – Series 70 – GS-35F-0064R

Put us to work for you...you'll be glad you did!

HGM Management and Technologies, Inc.

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Consulting & Training Services