

WHO WE ARE

ProActive Project Services LLC is a small, woman-owned business specializing in full lifecycle project and program management for government contract delivery.

We have over 30 years of experience in the government contracting business, primarily in the education sector.

We help prime contractors with all aspects of government work, from bid and proposal efforts; project planning and scheduling; cross-functional and key stakeholder communication; ongoing delivery operations; documentation and compliance; status reporting; and project closeout.

We support Federal, State, Local, and Commercial contracts.

OUR APPROACH

- ✓ Collaboration is at the core of our methodology – we work closely with your team to combine our expertise with your organization’s insights.
- ✓ Our process begins with a comprehensive analysis allowing us to identify key opportunities and potential obstacles.
- ✓ Adaptability is a key principle for us. We understand that every RFP and resulting contract are unique, and we tailor our solutions accordingly.
- ✓ Communication is key; we work with teams to determine a regular cadence of interactions and reporting to keep all stakeholders informed and engaged.
- ✓ We take a customer-centric approach to everything we do by listening, engaging, and providing high-quality services to help your business succeed.

CONTACT INFORMATION

Melissa Cantrell, MBA, PMP
Founder and Executive Program Manager

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CORE COMPETENCIES

- ✓ Bilingual (English/Spanish)
- ✓ Proposal writing, editing, costing
- ✓ Meeting planning and facilitation
- ✓ Project planning and scheduling
- ✓ Stakeholder engagement, communications, and relationship management
- ✓ Contract delivery and ongoing management
- ✓ Compliance and documentation services
- ✓ Contract transition planning and execution

PAST PERFORMANCE



Department of Education



COMPANY SNAPSHOT

- ✓ **CAGE Code:** 9SSF8 / **UEI:** K8CTVYCJJT98
- ✓ **PRIMARY NAICS:** 541611, Administrative Management & General Management Consulting Services
- ✓ **Additional NAICS:** 611710, Educational Support Services
- ✓ **Certification:** Project Management Professional Project Management Institute

