STAFFING BOUTIQUE, INC.

STAFFINGBOUTIQUE.ORG



DOE VENDOR ID STA637439

FEDERAL CAPABILITIES BRIEFING | STAFFING & HUMAN CAPITAL

Mission-Driven Staffing Solutions for Nonprofits & Education

Delivering flexible workforce solutions, full Employer of Record (EOR) administration, and top-tier talent across administrative, educational, medical, and executive roles.

15+ YEARS STAFFING EXPERIENCE | **NYC & SCA** CERTIFIED WBE | **FULL EOR** & PAYROLL ADMINISTRATION

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Staffing Boutique, Inc. — a certified woman-owned staffing and human capital agency, founded in 2011 and based in New York City.



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01 / CORPORATE OVERVIEW & DATA

Company Overview

Staffing Boutique, Inc. is a certified woman-owned staffing and human capital agency specializing in nonprofit, educational, administrative, and medical sector workforce solutions. Founded in 2011, the firm delivers customized temporary help, direct hire, temp-to-permanent placement, and executive search services across the New York metropolitan area and greater New Jersey.

Staffing Boutique empowers mission-driven organizations, charter schools, foundations, and public entities by deploying highly vetted, specialized talent aligned with organizational goals. Operating as a full Employer of Record (EOR), the firm absorbs employment risks and administrative burdens while ensuring continuous operational efficiency.

OUR MISSION

Making Your Staffing Needs Seamless

OUR VISION

To supply the nonprofit and education sectors with exceptional talent enabling them to make an impact and create positive change in the world.

2011
FOUNDED

15+
YEARS STAFFING EXPERIENCE

NY & NJ
REGIONAL REACH

EOR
FULL PAYROLL ADMINISTRATION

CORPORATE DATA

LEGAL NAME	STAFFING BOUTIQUE, INC.
UEI / CAGE	RZLUPFJKPK4 | 897W6
SAM STATUS	ACTIVE
DESIGNATIONS	NYC WBE | SCA WBE | SDB
DOE VENDOR ID	STA637439
FOUNDED	2011
POC	Katie Warnock, Chief Executive Officer
ADDRESS	One Liberty Plaza, 165 Broadway, 23rd Floor, New York, NY 10006
PRIMARY NAICS	561320 — Temporary Help Services



STAFFING & HUMAN CAPITAL

02 / CORE CAPABILITIES

Core Capabilities

01

Temporary Help & Contract Staffing

Provision of qualified temporary personnel under a standard Employer of Record framework, absorbing payroll, taxes, and compliance burdens.

02

Direct Hire & Permanent Placement

End-to-end talent recruitment and vetting for permanent positions, matching high-caliber professionals to client organizational cultures.

03

Executive Search Services

Targeted leadership recruitment for executive directors, department heads, and senior administrative officials in specialized sectors.

04

Temp-to-Permanent Models

Flexible evaluation arrangements enabling clients to assess candidate performance and fit prior to direct employment commitment.

05

Education & School Staffing

Rapid deployment of administrative, operational, and instructional support personnel for charter schools and educational networks.

06

Medical & Administrative Support

Customized placement of screened clerical, administrative, and clinical support staff for high-demand operations.

03 / SERVICES & PRACTICE AREAS

Our Core Services

We are based in New York City and work with organizations all over the country. We place qualified candidates in nonprofits, charter schools and corporations.

Temp Staffing

Are you an employer in need of a quick, quality short-term or temporary placement? Whatever your situation, Staffing Boutique has an end-to-end solution for your specific situation and need.

Permanent Placement

We manage all aspects of the search including strategy, candidate curation, assessment, and decision. We conduct placements at all staffing levels from direct service to the C-suite.

Payroll Services

Whether you are a nonprofit or small business, let Staffing Boutique take this burden off your plate with our professional payroll services... ensuring your full compliance with state and federal taxes.

PRACTICE AREAS



Education



Nonprofit


Administrative



Medical

PERMANENT PLACEMENT ROLES

development · programs · finance · HR · database · administration · teaching · school administration



CERTIFICATIONS

Certified WBE

SMALL BUSINESS SERVICES
WBE CERTIFIED

Certified by the State of NJ as a
WOMAN-OWNED
Business (WBE)

PORT AUTHORITY NY NJ
WOMEN-OWNED BUSINESS ENTERPRISE
CERTIFIED

NEW YORK STATE
MWBE
CERTIFIED
MINORITY AND WOMEN'S BUSINESS ENTERPRISE

CERTIFIED WBE
SUPPLIER DIVERSITY PROGRAM

04 / KEY DIFFERENTIATORS

Key Differentiators

15 Years of Sector Specialization

Deep domain expertise in nonprofit and school staffing, yielding superior placement retention compared to generalist staffing agencies.

NYC & SCA Certified WBE & Regional Reach

Verifiable NYC WBE (Account #16259) and NYCSCA WBE certifications backed by an established talent pipeline across NY and NJ.

Agile Single-Source Partner

Scalable engagement options spanning temporary coverage to executive search through a single procurement agreement.

Employer of Record Risk Mitigation

Assumes total responsibility for payroll processing, tax withholding, workers' compensation, and employment law compliance.

Mission-Driven Candidate Networks

Cultivated pipelines of mission-focused professionals equipped for specialized educational and public sector environments.

Electronic Timesheet & Geofencing

Integrated digital time-tracking with custom geofencing technology to ensure compliant, localized worker clock-ins.

DESIGNATIONS NYC WBE | SCA WBE | SDB

15+ YEARS STAFFING EXPERIENCE

05 / NAICS & PSC CODES

Procurement Classifications

PRIMARY NAICS

561320

Temporary Help Services

SAM STATUS: ACTIVE

UEI RZLUPFJKPK4 | CAGE 897W6

NYC WBE | SCA WBE | SDB

SECONDARY NAICS

561311	Employment Placement Agencies
561312	Executive Search Services
541612	Human Resources Consulting Services



PSC CODES

R431	Support – Professional: Personnel Recruitment
R699	Support – Administrative: Other
R499	Support – Professional: Other
R408	Support – Professional: Program Management/Support
R497	Support – Professional: Personal Services Contracts

06 / PAST PERFORMANCE

Past Performance



01

Metropolitan Public Charter School Network

SCOPE

Provided turnkey temporary, direct hire, and administrative staffing across multiple school campuses.

RESULT

Sustained reliable campus coverage while meeting compressed academic hiring schedules.

10k+ placements

98% RETENTION



02

National Non-Profit Advocacy & Research Foundation

SCOPE

Managed executive search, specialized program director placement, and Employer of Record payroll administration.

RESULT

Accelerated senior hiring while preserving payroll accuracy and multi-state compliance.

35% faster

LEADERSHIP FILL



03

Regional Community Health & Human Services Enterprise

SCOPE

Supplied on-demand medical and administrative temporary personnel for community health initiative expansion.

RESULT

Maintained rapid-response coverage through peak operational demand.

100% compliant

CREDENTIALING



Katie Warnock
FOUNDER & CHIEF EXECUTIVE OFFICER

07 / LEADERSHIP

Founder's Message

"Staffing Boutique was born out of my desire to create a company that listens to people, remembers who they are and builds lasting relationships based on their needs."

From the very beginning – as a one-woman shop working out of my apartment, to today, as a fully operational business with over 10 million in revenue – my goal has always been to focus on people and create scenarios where everyone wins.

My vision is to redefine the staffing experience while staying true to providing a personal touch and to leverage relationships I've built to advocate for other women-owned businesses in this competitive market.

INTEGRITY

Integrity is critical to the long-standing relationships we have with our clients.

SERVICE EXCELLENCE

Service excellence is our guarantee. This is supported by our customer service motto – Above & Beyond.

COMMUNITY

Our goal is to advance the greater community for the better.

TESTIMONIALS

> "They respond to my requests immediately and do their absolute best to find me qualified substitute teachers as soon as possible. They provide a necessary service for schools and are a true lifesaver."
>
> DIRECTOR OF SCHOOL OPERATIONS

> "If you're looking for an experienced, reliable and super attentive partner to support your staffing needs in the education sphere, I thoroughly recommend Staffing Boutique."
>
> DIRECTOR OF HUMAN CAPITAL

08 / CLIENTS

Clients

We place qualified candidates in nonprofits, charter schools and corporations.

KIPP NYC PUBLIC SCHOOLS

BROOKLYN LAB CHARTER SCHOOL

MEDRITE

RIST RURAL INDIA SUPPORTING TRUST

GERALDINE R. DODGE FOUNDATION

LAC LEGAL ACTION CENTER

SEEDS Access Changes Everything

Synergos

RMHC

WHIN MUSIC COMMUNITY CHARTER SCHOOL

SELECTED CLIENTS · EDUCATION · NONPROFIT · FOUNDATIONS · MEDICAL

STAFFING BOUTIQUE, INC.

09 / CONTACT

LET'S BUILD A BETTER WORLD TOGETHER

One placement *at a time.*

POINT OF CONTACT
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Chief Executive Officer

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