



# Capabilities Statement

## US Government Business Development Services (B2G)

- Federal, State & Local Government Solicitations  
search, reading, & pre-response analysis
- Document response development  
writing, editing, proofreading, & coordination
- Technical volume teamwork with subject matter experts
- Text, Graphics & PDF document formatting standards
- Collaborative document creation with multiple draft revisions

## Sales Process Development Services

- Managing similar responses, Federal, State or Local
- Workflow process review and approval stages
- Teaming partners with integrated communications
- Collaborative document coordination & storage

## Contracts / past performance

*Federal Contracts - Tele-Interpreters* 1999 – 2008 GS10F 0308L, SSA, IRS, DOJ

*Theta 2021 GSA Award:*91990921F0008 US Dept of Education

*State, Local, and Commercial Contracts:* State of California: DMV IFB18-644 & IFB17-336, Dept of Aging, CDCR, CDSS. City of San Diego, City of San Francisco, Nevada UMC, Children's Hospital Los Angeles, State of Vermont, LA DWP, and many others.

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**Oregon Notary Public** *Commission No.1050433*

## Commodity Codes

NAICS

541611 - Administrative Management and General Management Consulting Services

541930 – Translation and Interpretation services

54151S – IT Services

