




# CAPABILITY STATEMENT



Secretarial, LLC provides strategic consulting, managed technology services, and corporate training to commercial, not for profit and government organizations.

Our company mobilizes the right people, skillsets and technologies to help organizations improve their performance. As a Minority Owner Small Business with SBA 8(a) & HUBZone certifications,

Secretarial LLC is committed to creating *innovative and flexible solutions* for our clients.

### What sets Secretarial LLC apart from the competition?

- We offer 15 + years of industry relevant experience.
- Our wheel-house includes SCRUM, Six Sigma and ISO 27001 implementations and trainings.
- We are an ISO 9001 certified organization and GDS compliant with all of our practices.
- We hold a proven track record of success and enable our clientele to do the same.
- Client satisfaction is at the *heart* of our core values

### CORE CAPABILITIES

We research, develop and implement solutions in the areas of:

- IT Consulting
- Security and Risk Assessment
- Managed Technology Services
- Corporate Training and Support
- Remote Workforce Development

#### Consulting

Our **IT Consulting Service** focuses on empowering our clients to streamline their day-to-day operations by incorporating industry relevant best practices and technology solutions tailored for their unique needs.

Our services include:

- Strategic Planning
- IT Project Management
- Threat Analysis and Risk Assessment
- Corporate Trainings
  - **HIPAA and OSHA Facilitation**
  - **HRSA Training Compliance**
  - **SCRUM**
  - **SIX SIGMA**

#### Managed Technology Service

Our **Managed Technology Services** deliver end to end solutions that fit the specific need of an organization.

Our services include:

- Application Development
- Commercial Off the Shelf (COTS) Integration
- Web Design
- Telephony Solutions
- Verification and Validation Service
- Server-based Application and End User Support
- Forensic Data Recovery

#### Ancillary Services

Many companies these days choose to focus on their core strengths and outsource certain processes.

If you choose to go that route, Secretarial LLC can assist in the following areas:

- Document Control and Processing
- Research and Development
- ISO 27001 Implementation



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## CERTIFICATIONS

### Federal

- SBA-8(a)
- SBA-HUBZone
- SBA-SDB
- SBA- WOSB

### Local

- City of Houston-SDBE
- Port of Houston-SDBE

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## CLIENTELE

Roc Haul and Maintenance

TAN Healthcare

Candance Way Out Foundation

Y.E.S. to the Truth Ministries

KreateOpp Services

T&S Royal Services

Moore Business Services

Pryde Unlimited LLC

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## NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

519130- Internet Publishing and Broadcasting and Web Search Portals

541430 Graphic Design Services

541511- Custom Computer Programming Services

541512- Computer Systems Design Services

541513- Computer Facilities Management Services

541519-Other Computer Related Services

541611- Administrative Management and General Management Consulting Services

541512- Human Resources Consulting Services

561312- Executive Search Services



## GENERAL INFORMATION

Registered Company Name: Secretarial LLC  
DBA: VirSoul Management and Consulting  
Year Incorporated: March 17, 2017  
State of Incorporation: Texas  
Corporation Type: Limited Liability Company  
D-U-N-S Number: 080594215  
SAM Number: X8N6N21ND1J9 CAGE  
Code: 7UEN2

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## CONTACT INFORMATION

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