



CAPABILITY STATEMENT

Capability Statement

Secretarial, LLC provides strategic consulting, technology services and managed services 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 certification, Secretarial LLC is committed to creating innovative and flexible solutions for our clients.

What sets Secretarial LLC apart from the competition?

- An experienced, diverse and talented team of professionals
- A proven track record of success
- A strategic mix of technology and industry
- Client satisfaction is at the heart of our core values

CORE CAPABILITIES

We analyze, research, design and implement solutions in the areas of:

- Consulting
- Technology
- Managed Services

Consulting

Our Consulting Services focus on integrated solutions designed to enhance the performance of your organization. By incorporating industry best practices, customized strategy and relevant technologies we can help your company quantum leap the competition and better serve your customers, no matter the location or demographic.

Our services include:

- Business Strategy and Planning Support
- Change Management and Facilitation Support
- Training Program Development and Support
- HIPPA and OSHA Facilitation
- Process Improvement

Technology

Our Technology Services focus developing robust, secure and stable technology solutions for your company. By incorporating common sense solutions into seemingly daunting deliverables, we can ensure at the start of the project that we will efficiently deliver the product to satisfactory completion.

Our services include:

- Application & Web, Design, Development and Implementation
- Commercial Off the Shelf (COTS) Integration
- Data Cleansing and Conversion
- Security Assessment and Statistical Analysis
- Database Design, Development and Maintenance
- Architecture Solutions
- Verification and Validation Service



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Managed 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 help you in the following areas:

- Document Control and Processing
- Application Outsourcing
- Help Desk Services
- Workforce Development
- Research and Development

CERTIFICATIONS

Federal

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

Local

- City of Houston
 - Small Business Enterprise
- Port of Houston
 - Small Business Enterprise

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

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
561311-Employment Placement Agencies
561312- Executive Search Services



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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

CONTACT INFORMATION

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