

# CAPABILITIES STATEMENT

## COMPANY INTRODUCTION

L Jackson Associates, LLC, is a Management Consulting and Government Contracting Firm specializing in operational excellence. We optimize the service levels of service lines around people, process, technology, and environment. Our capabilities span into two practice areas Program, Project Management and Business Management Consulting Services with a special focus on General and Administrative Services.

## CORE COMPETENCIES

- Program/Project Management support in the areas of Administrative, Human Resources, Office Services Management including project management, talent management and development and portfolio financials.
- Business Management Consulting Services including onsite walkthroughs and assessments of underperforming service lines, ongoing implementation and advisory services and creation of customized Standard Operating Procedures guides designed to improve service levels and productivity, Recruiting and Outsourcing Services.
- General and Administrative Services encompasses all non-revenue generating support services that are critical to day to operations.

## DIFFERENTIATORS

- Operational Expertise leveraging 20+ years of experience in Global Outsourcing in the Commercial Sector with oversight of all aspects of portfolio management. Certified Associate Certified Outsourcing Professional (aCOP).
- Superior Customer Service with a focus on proactivity and building key relationships with customers and end users to deliver customized and cost - effective results.
- Strategically using business acumen to create a network of Prime Contractors, Sub Contractors, Teaming Partnerships, and other resource partners for full - service capability.

## *Past Performance*

### OUR LEADERSHIP HAS 20+ YEARS OF EXPERIENCE INCLUDING:

16 years with a Global Outsourcing Firm managing portfolios of outsourced accounts (including Fortune 500 Companies with annual revenues of \$4m-8m) representing multiple industries, organization sizes, level of client (from C-Suite to Managers) and staff (Hourly to Directors), size of team, contract size and service lines.

### CLIENT/INDUSTRIES INCLUDE:

Investment Banks, Hospitals, Non-Profits, Higher Education, Law Firms, Media Firms, Cosmetics Companies, Beverage Companies, Luxury Brands/Designers, Financial Services and Advertising Agencies.

### SERVICE LINES INCLUDE:

Office/Reception Services, Concierge, Mail Services, Copy Centers, Call Centers, Reservations Departments, Admin Services, Facilities, Conference Room Booking, Shuttle Van Services.



**LJA**  
L. JACKSON ASSOCIATES

## NAICS *Codes*

### Primary: 541611

Administrative Management and General Management Consulting Services

541612  
Human Resources, Executive Search,  
and Consulting Services

541614  
Process, Physical Distribution, and  
Logistics Consulting Services

561110  
Office Administrative Services

561210  
Facilities Support Services

561311  
Employment Placement Agencies

561312  
Executive Search Services

561320  
Temporary Help Services

561330  
Professional Employer Organizations

561421  
Telephone Answering Services

561920  
Convention and Trade Show Organizers

611430  
Professional and Management Development  
Training

812990  
All Other Personal Services

### COMPANY DATA

UEI: LWKPQPNM6M8

CAGE Code: 901D9

System for Award Management (SAM): Active Registration

Contact: LaTonya Jackson, aCOP

Email: LaTonya@ljacksonassociates.com

WOSB Certified

### CONTRACT VEHICLES

Federal Agencies can buy from L. Jackson Associates through Simplified Acquisition Procedures (SAP), and Government Purchase Cards.



*LaTonya Jackson*  
**CEO**

**L. JACKSON ASSOCIATES LLC**

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**SBA WOSB**

Woman Owned Small Business

**CERTIFIED SWaM** Small, Women and Minority-Owned  
Supplier Diversity Strategist for the Commonwealth  
By the Virginia Department of Minority Business Enterprise