

# CAPABILITY STATEMENT

## CLARIVION SOLUTIONS INC.

Where Efficiency Meets Integrity



### Who We Are

Clarivion Solutions is a Woman-Owned Small Business (WOSB) providing strategic administrative, management, and acquisition support to government agencies and prime contractors across Virginia and beyond. We help organizations streamline operations, enhance performance, and achieve mission objectives with efficiency and clarity. Rooted in principles of service, integrity, accountability, and excellence, Clarivion Solutions delivers dependable, results-driven support with a strong commitment to transparency and measurable outcomes. Our team brings a solution-oriented, mission-aligned approach to every engagement—ensuring our government partners and prime contractors receive consistent, reliable, and purpose-focused service.

### Core Competencies

- **Administrative Support:** Executive assistance, scheduling, documentation, records management.
- **Program & Project Support:** PMO coordination, performance tracking, reporting, stakeholder communication.
- **Management Consulting:** Process improvement, workflow optimization, operational support.
- **Acquisition Support:** Pre/post-award assistance, contract file management, compliance tracking.
- **IT Administrative Support:** Helpdesk coordination, system documentation, data organization.

### Differentiators

- Woman-Owned Small Business committed to transparency, reliability, and measurable results.
- Streamlined Support Delivery with proven efficiency in administrative, program, and acquisition functions.
- Mission-Focused Team experienced in government operations and performance-driven service models.
- Strong Documentation & Compliance Expertise ensuring accurate, audit-ready records and contract support.
- Flexible & Scalable Services tailored to agency needs, from short-term assistance to long-term program support.

UEI: XXXXXXXX

CAGE Code: XXXX

SAM Registration - Active

State Registration: XXX (Active)

### NAICS CODES:

541990 – All Other Professional, Scientific & Technical Services

541613 – Marketing Consulting Services

561410 – Document Preparation Services

### Certifications-

- XXXXXXXX
- XXXXXXXX
- XXXXXXXX
- XXXXXXXX

### Relevant Experience

- Delivered administrative and documentation support for government and corporate operations.
- Coordinated program activities, performance tracking, and stakeholder communication.
- Supported process improvement, SOP development, and workflow optimization.
- Assisted with pre- and post-award acquisition tasks and contract file management.
- Provided IT administrative support, system documentation, and data organization.

### Past Performance (Sample)

- **State Workforce Development Office (2023-2024):** Provided administrative and program coordination support, improving workflow efficiency and documentation accuracy.
- **Regional Transportation Authority (2022-2023):** Delivered project tracking and reporting support that strengthened PMO visibility and on-time task completion.
- **Public Health Program – Admin Division (2023):** Supported acquisition tasks, contract file preparation, and compliance reviews, ensuring audit-ready documentation.
- **County IT Services (2022-2023):** Managed helpdesk coordination, system documentation, and asset tracking to streamline IT administrative processes.

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