



CLJ Consulting and Contracting, LLC has over 25 years of experience in Strategic Planning, Acquisition Strategies, and Program Management. CLJ partners with DoD and Non-DoD agencies; as well as industry. CLJ recognizes that consulting services require a high degree of experience, broad point of reference, and specialized training. We carefully develop a team comprised of experienced individuals with complementary strengths, allowing us to provide technical breadth **and our flexibility in resolving our clients' problems.**

#### CLJ's Guiding Principles

- ✓ Accountability to Our Clients and Partners
- ✓ Focused Task Management
- ✓ Commitment to Service

**We understand that no two businesses are the same.**  
*CLJ offers fully customized solutions to suit your unique situation.*

## CERTIFICATIONS



**Charlotte L Rose**  
Chief Executive Officer

\*\*\*

**Susan T Starks**  
Director of Contracts

\*\*\*

**Erica Baskerville**  
BD Manager

\*\*\*

[www.clj-llc.com](http://www.clj-llc.com)

[info@clj-llc.com](mailto:info@clj-llc.com)

301.932.5566

UEI: KRRGMJ2QDQA1

CAGE 7DQY8

3370 Leonardtown Rd, Ste 210  
Waldorf MD 20601



## OUR SERVICES

### Acquisition & Grants Management

#### Acquisition Strategy Development

- Strategic Planning
- Risk Management
- Market Research
- Contracting Strategy
- Compliance and Transparency
- Performance Monitoring
- Stakeholder Engagement

#### Contract Management & Administration

- Contract Initiation
- Contract Execution
- Performance Monitoring
- Compliance Management
- Risk Management
- Contract Administration
- Contract Closeout

#### Source Selection & Evaluation Support

- Requirements Definition
- Evaluation Criteria Development
- Solicitation Preparation
- Proposal Evaluation
- Source Selection Decision
- Debriefing and Feedback
- Continuous Improvement

#### Program Strategy & Execution

- Strategic Alignment
- Integrated Planning
- Performance Monitoring
- Process Improvement
- Risk Management
- Stakeholder Engagement
- Reporting and Communication

### Program/Project Management

#### Strategic Program Management & Design

- Strategic Alignment
- Program Initiation
- Integrated Planning
- Performance Monitoring
- Process Improvement
- Risk Management

#### Expert Facilitation & Strategic Planning

- Session Preparation
- Facilitation
- Strategic Thinking
- Risk Mitigation

#### Advanced Analysis & Reporting

- Data Collection and Integration
- Data Cleaning and Validation
- Custom Reporting

#### Comprehensive Business Process Improvement

- Process Mapping and Analysis
- Root Cause Analysis
- Lean Methodologies
- Six Sigma
- Business Process Reengineering
- Employee Training and Engagement

#### Certified Six Sigma Lean Facilitation



## **Finance & Budget**

### *Budget Formulation & Execution*

Develop and manage budgets that comply with federal guidelines and aligns with strategic objectives, ensuring financial responsibility and accountability.

### *Financial Operations & Client Support*

Delivers responsive financial management and exceptional customer service to enhance program performance and stakeholder satisfaction.

### *Financial Accounting & Reporting*

Maintain precise financial records and produce comprehensive reports to comply with government accounting standards such as GAAP and FASAB.

### *Audit Readiness & Compliance*

Prepare thorough financial documentation and processes in compliance with audit standards, ensuring adherence to federal regulations and mitigating financial risks.

## **Administrative**

Administrative Assistant  
Receptionist  
Office Clerk  
Office Manager  
Executive Assistant  
Administrative Coordinator  
Administrative Director  
Senior Executive Assistant

## **Information Technology**

### *Data Administration & Development*

Manage data architecture, ensure data integrity, and optimize performance to support mission-critical operations while maintaining compliance with industry and Federal data policies.

### *IT Staffing & Personnel Augmentation*

Supply skilled IT professionals to bolster IT operations, increase capacity, and fulfill mission objectives. CLJ ensures that the right expertise is available to meet the specific needs of each project, enhancing overall efficiency and effectiveness.

### *Data Storage, Management & Integration*

Deploy secure data storage solutions and integrating datasets to facilitate real-time access and support informed decision-making.

### *Helpdesk Support*

Provide responsive and reliable helpdesk support to resolve technical issues, improve user experience, and ensure uninterrupted system operations.



### Legal

#### Paralegal Support

Legal Research  
Case Preparation  
Document Review

#### Fraud Analysis & Investigation

Financial Investigations  
Data Analysis  
Suspicious Activity Reports

#### Law Clerk

Legal Analysis  
Drafting  
Case Management

#### Document Records Management & Freedom of Information Act (FOIA) and

#### Privacy Act (PA) Support

Requests  
Document Review and Redaction  
Compliance Assurance

### Emergency Relief Services

Mental Health Clinician Services  
Case Management Support  
Case Aide Assistance  
Educational Program Support  
Recreational Program Implementation  
Youth Care & Support Services

### Janitorial

#### General Cleaning

Daily Cleaning  
Restroom Cleaning

#### Deep Cleaning

Periodic Deep Cleaning

#### Specialized Cleaning

Medical & Laboratory Cleaning  
Industrial Cleaning.

#### Disinfection Services

High-Touch Areas

#### Floor Care

Carpet Cleaning  
Hard Floor Care

#### Event Cleaning

Pre- and Post-Event Cleaning  
Eco-Friendly Practices

#### Window Cleaning

Interior and Exterior

#### Maintenance Services

Minor Repairs

#### Specialty Services

Pressure Washing  
Upholstery Cleaning



## NAICS

541611	Administrative Management And General Management Consulting Services
541199	All Other Legal Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541618	Other Management Consulting Services
541720	Research And Development In The Social Sciences And Humanities
541990	All Other Professional, Scientific, And Technical Services
561110	Office Administrative Services
561210	Facilities Support Services
561320	Temporary Help Services
561410	Document Preparation Services
561492	Court Reporting And Stenotype Services
561612	Security Guards And Patrol Services
561621	Security Systems Services (Except Locksmiths)
561730	Landscaping Services
561990	All Other Support Services
611430	Professional And Management Development Training
621111	Offices Of Physicians (Except Mental Health Specialists)
621511	Medical Laboratories
622110	General Medical And Surgical Hospitals
624110	Child And Youth Services
624221	Temporary Shelters
624230	Emergency And Other Relief Services
711219	Other Spectator Sports



### CONTRACT VEHICLES

GSA MAS 47QRAA19D009Q  
8A STARS III 47QTCB22D0630

### WHAT OUR CLIENTS SAY!

"CLJ Consulting and Contracting, LLC is highly professional and attentive to our unique needs. Their ability to handle complex projects with ease has been invaluable."

– **Chenega Corporation**

"Working with CLJ Consulting and Contracting, LLC has been a game-changer. Their expertise and dedication have helped us achieve critical milestones."

– **USDA Rural Development**